

## IATS Conference Call Agenda

(4<sup>th</sup> WEDNESDAY of every MONTH)

**TIME: 1000 MOUNTAIN TIME**

**Interagency Aviation Training Subcommittee  
(IATS)  
NWCG/NIAC**

## IATS MS TEAMS Meeting

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**IATS SHAREPOINT / TEAMS  
(Notes/RFC/Docs):**

### Roll call- Facilitator Bradley 10:05

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL <i>Present, Excused, Absent</i>
PRIMARY			
USFS-RASM	Sean Aidukas		P
BIA	Branden Spencer		P
<b>BLM, VICE CHAIR</b>	Mike Bradley	Kirk Rothwell	P/A
OAS	Amy Kazmier		P
NPS	Glenn Kessler		
<b>USFS-NATPM, CHAIR</b>	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Josh Ingle	A/A
USGS	Bill Christiansen	Lisa Faust	P/P
FWS FWS-Alaska	Tom Greil		A
USFS-FHP	Vacant	Scott Sontag	P
BSEE	Andrew Wareham	Michael Jordan	A/P
BOR	Natalie Adams	Dave Rosser	P/A
OSMRE	Lukus Monette		P
ASSOCIATE			
OAS-UAS	Colin Milone		P
OAS-OAS TB Chief	Woody Kessler		P
OAS-IAT Webmaster	Louise Bruck		P
OAS- Notes	Cheryl Giffen		P
GUESTS/SME			
NWCG-	Tim Blake		A

Coordinator			
<b>IATS AGENDA</b> <b>Items submitted prior to meeting prioritized Facilitators: Leshuk/Bradley</b>			
Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending	
<b>Bradley 10:07</b>	<b>Standing Safety Moment</b> One minute for aviation safety for the good of the whole Identify any Immediate hazards/concerns- Steve Rauch Discussed the Kobe Bryant accident 2 years ago today. Steve will give Mike Jordan a video to share with IATS for offered reenactments and human factors.	NA	
<b>Bradley 10:10</b>	<b>Past Notes Vote</b> Past notes shall be reviewed prior to meeting attendance Note language below: 6.4 <i>Subcommittee Member Duties</i> Notes will be approved before moving onto new items.	Fall meeting notes - C	
<b>Aidukas 10:20</b>	RFC Submitted by Aidukas Default to student profile update every 2 years – Issue with IAT Profiles in Sean region help keep IAT relevant. Student centered system. Up to the student to keep their profile up to date. Have student mandatory update every 2 years their Unit, training plan and email. Woody wants to know what extent do you want to take this? Natalie agrees with Sean RFC. They like the idea of trying to clean up profiles, instead of locking them out. Auto prompt? Flag individuals validate employees that no longer need accounts. Louise – 3 years would be a better number, we can send out a notification. Prompt them to update their account. Disable is not a bad thing, all they must do is email Help Desk and get account reactivated. Tori – asked if there is a prompt when someone is missing items. Louise -The page comes up before you get to your actual profile. Some concerns are that the Help Desk might get hit hard especially during training season. Feb-May Glenn – Self regulating agree with Sean that this will help UATA stay on top of things. If we remove people UATA will have more work. Louise will work on a login report to show UATA's how active the students are. Not concurrence but adjustments to help with UATA. Revisit next month.	RFC 22-1- Pending	
<b>Kessler 10:30</b>	A-112 Request for Change – Mission Planning & Flight Request SME group wants change title from Mission Planning and Flight Request to Aviation Projects and Mission Planning. Where did the content land? Is it still necessary? They want to change the training plans should not be taken by Aviation Managers content to basic. This will be turned into 2 RFC's EAC and SLT need to approve also. Tori supports 2 RFC's since there are 2 subjects. Additional comments and questions can be sent to Woody for review no later than 2/2/22.	RFC 22-2 - Pending	

<b>Leshuk 10:40</b>	IATS Meeting frequency – After discussion of changing the frequency the group decided to keep monthly frequency.	
<b>Leshuk 10:50</b>	IAT Guide 2022 Revision Assign to subgroup /edits from IATS membership/OAS staff Natalie Adams, Lukus Monette, Brandon Spence and TBD OAS Training Member will be helping with the IAT Guide 2022 Revision.	
<b>Kessler 11:00</b>	Length of time allowed to close a course in the IAT system 90 days to 30 days. We would like to shorten the time to 30 days. Sean- Students don't have a profile yet. Field day might cause delay. Maybe we could require the students to have an IAT profile before taking the class. Maybe have a laptop available at the beginning of class to get students to create an IAT account. Group has decided to make the change from 90 to 30 days for at least a quarter and reevaluate to see if its working, if so, then keep for another quarter to see if it is still working.	
<b>Kessler 11:10</b>	36-month instructor currency requirement (impact of COVID) Language in the IAT guide has been updated in order to get back in compliance work with OAS and your bureau we will help make sure you are in compliance.	
<b>Subgroup Report Outs/Taskings <i>Facilitator: Bradley</i></b>		
<b>Alexander 11:20</b>	A219 Subgroup update Timeline, whitepaper review etc – Tori – Nate is in process of drafting a white paper, should have by next meeting.	
<b>Kessler/Milone 11:30</b>	A450 subgroup update Colin – things are moving along. Woody – they have good instructional design process, they blended with another group the A-450 Bridge group and are making progress. It will be a better training product and will combine well with the IAT System. Should have finalized around May or June 2022	
	IAT Guide 2022-revision (not assigned)	
<b>Meeting Closeout <i>Facilitator: Leshuk</i></b> <b>Next IATS meeting: 02/23/2022-</b>		
<b>Leshuk 11:40</b>	IATS chair report out/ meeting wrap up – <b>NIAC is having a subcommittee meeting with all the chairs and Tori will be attending.</b> Woody- Tables were removed from OPM 04 only having them in the guide. Have one place be the authoritative spot. Language is being updated so what the guide says is the way it goes on the OPM 04  Steve Rauch – Hazmat A-110 course – CFR- BSEE exclusive use. B24 will have Hazmat Certification. A-110 does not cover this but now it says N/A, BSEE is looking for an exception.	

**RFC**-Request for Change  
**AIL**-Action Item Log  
**Green – Things Completed**  
**Red – ACTION Items**  
**Purple – Shout outs and gratitude**

**Quorum:** A minimum of two-thirds of the NWCG primary members constitutes a quorum. A quorum is required to make decisions and/or direct actions. 13 Primary IATS Members = 9 for Quorum (8.7)

**However, the 2016 IATS Letter of Intent states:**

*6.4 Subcommittee Member Duties:*

*Be available to vote for your respective bureau/agency/state on issues as needed to forward business conducted by the IATS. If not available to vote, IATS consensus is accepted.*

## **Minutes, Notes, Records**

Meeting leaders should ensure that notes/minutes are taken during each meeting. Minutes must include:

Date, time, and location

Names of attendees

Main topics of discussion

Decisions made

Action items assigned.

Meeting minutes, agendas and attached documentation are considered records. NWCG records management procedures must be followed for appropriate creation, maintenance, and disposition of electronic and hardcopy meeting records.

Additionally, completed minutes must be emailed to the respective Coordinator for posting to the NWCG website.