

February 23, 2022

IATS Conference Call Minutes

(4th 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 | Jennifer Martynuik | P |
| BIA | Brandon Spencer | | P |
| BLM, VICE CHAIR | Mike Bradley | Kirk Rothwell | P |
| OAS | Amy Kazmier | | p |
| NPS | Glenn Kessler | | P |
| USFS-NATPM, CHAIR | Tori Leshuk | | P |
| USFS-HOS | Nathan Alexander | Josh Ingle | P |
| USGS | Bill Christiansen | Lisa Faust | P/P |
| FWS FWS-Alaska | Tom Greil | | |
| USFS-FHP | Vacant | Scott Sontag | P |
| BSEE | Andrew Wareham | Michael Jordan | P/P |
| BOR | Natalie Adams | Dave Rosser | P |
| OSMRE | Lukus Monette | Dave Rosser | 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 | | | |

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| NWCG-Coordinator | Tim Blake | | |
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| IATS AGENDA Items submitted prior to meeting prioritized Facilitators: Bradley | | | |
| Presenter/Time | <u>Agenda Item</u> | #RFC/Decision Concurrence/ Pending | |
| Bradley 10:07 | Item 1: Standing Safety Moment One minute for aviation safety for the good of the whole identify any any Immediate hazards/concerns Safety – Door off procedures, inspect harnesses adjusted to keep in aircraft and review service life. | NA | |
| Bradley 10:10 | Item 2: Past Notes Vote Past notes shall be reviewed prior to meeting attendance <i>Note language below: 6.4 Subcommittee Member Duties</i> | Jan meeting notes Concurrence | |
| Leshuk 10:20 | Item 3: RFC Submitted by Aidukas Default to student profile update every 2 years IAT website prompt students to update their IAT profile. Supervisor is incorrect often and unit is wrong often and leads to large and inaccurate units for the UATAs to track. This will be done every 2 years as well as an email reminder.... Extra column was added under the UATA role and helpful to see who is active and the last time the user signed into their account, Email last updated date. RFC Concurrence | RFC 22-1 <i>follow up needed</i> | |
| Kessler 10:30 | Item 4: A-112– Mission Planning & Flight Request- Title Change Title will be changed to Aviation Project Mission Planning –This will effect a few NWCG positions. Will need follow up with IPSC to be sure 310-1 is updated with new title change for the course. SMEs are planning to publish course in August. RFC Concurrence | RFC 22-2 | |
| Kessler 10:45 | Item 5: A112 -Training plan changes Need to be run through EAS required change through OPM4. Removing from Dispatcher Training Plan, Aviation Manager. Concern to take out of Aviation manager many people in that role are other duty as assigned and may be helpful to those in a non. Content is covered in A207 to basic Aviation Managers., Tori wants to update USFS Leadership too. Remove course from Dispatcher training plan, but not for Aviation Manager training plan. RFC Concurrence | RFC 22-3 | |
| Kessler 11:00 | Item 6: Dispatcher requirements ie A110 Dispatcher requirements A-110 is required if applicable was taken away. Remains in training plan. Dispatch should understand Hazmat Dispatch should have guidance on it and gives them awareness. | | |
| Kessler 11:15 | Item 7: OAS IATS membership Woody offering to be the Primary member for OAS interim until new OAS training specialist is filled and they will fill the role. | | |
| Kessler 11:15 | Item 8: Supervisor IATS | | |

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| | Supervisor. IAT both DOI and FS policy supervisor required to provide adequate training for the employees. Woody wants to take questions to SLT- March Agenda | |
| Subgroup Report Outs/Taskings <i>Facilitator: Bradley</i> | | |
| Alexander 11:25 | A219 Subgroup update Timeline, whitepaper review etc <i>Proposed deadline:</i> Whitepaper will be out next month. Identified issues and objectives. Paper draft form V2. Nate will email to group after Tori approved IHOPs Memo NIAC | |
| Kessler/Milone 11:40 | A450 subgroup update <i>Proposed deadline:</i> Everything is trucking along. Making progress completing objectives. Working pilot refinement documents. Painful review of current then can get into stuff for IAT compliant. Anticipated Summer 2022 on shelf product IAT BV Los standard learning will be coming in the future. UAS Roles and Responsibility document embedded in IAT guide will be updated prior to IAT guide being finalized. | |
| Natalie Adams 11:50 | IAT Guide 2022-revision <i>Proposed deadline:</i> IAT Guide 45-page documents 38 links need to be updated to match aligning proposed language. Meeting setup end of next week. Try to get together with Amy. Any Assistance she can get would be greatly appreciate. | |
| | | |
| Meeting Closeout <i>Facilitator: Leshuk</i> Next IATS meeting: March 3/23/22 | | |
| Leshuk 12:00 | IATS chair report out/ Go backs Tori is rewriting the Intent document from 2016. Chairs, Vice Chairs, voting members. Subcommittee chairs brought into a meeting NIAC presentation coming up. Meeting with IPSC to fix a small problem with the last 310-1 revision. | |

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.

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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.