

April 27, 2022

IATS Conference Call Notes <i>(4th WEDNESDAY of every MONTH)</i>		IATS MS TEAMS Meeting Join on your computer or mobile app Click here to join the meeting Learn More Meeting options	
TIME: 1000 MOUNTAIN TIME			
<u>Interagency Aviation Training Subcommittee</u> (IATS) NWCG/NIAC		<u>IATS SHAREPOINT / TEAMS</u> (Notes/RFC/Docs):	
Roll call- Facilitator Bradley 10:05			
AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL Present , Excused , Absent
PRIMARY			
USFS-RASM	Sean Aidukas	Jennifer Martynuik	P
BIA	Branden Spencer		P
BLM, VICE CHAIR	Mike Bradley	Kirk Rothwell	P
OAS	Woody Kessler (interim)		
NPS	Glenn Kessler	Ody Anderson	P/ P
USFS-NATPM, CHAIR	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Josh Ingle	P
USGS	Bill Christiansen	Lisa Faust	P
FWS FWS-Alaska	Tom Greil		
USFS-FHP	Crystal Tischler (acting)	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
USFS-UAS	Justin Baxter		P
OAS-OAS TB Chief	Woody Kessler		
OAS-IAT Webmaster	Louise Bruck		P
OAS- Notes	Cheryl Giffen		P

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GUESTS/SME			
NWCG-Coordinator	Tim Blake		A
BLM- AK HOS	Gilbert Garcia		A
IATS AGENDA <i>Items submitted prior to meeting prioritized Facilitators: Bradley</i>			
Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/ Pending	
Bradley or other 10:07	Item 1: Standing Safety Moment One minute for aviation safety for the good of the whole identify any Immediate hazards/concerns – Training season and deflation shrinking packages and content. 8 hours extra-long lunch. Make it less than required hours allow for 25% extra with technical difficulties. Do NOT short training.	NA	
Bradley/Cheryl 10:10	Item 2: Past Notes Vote-Poll results Past notes shall be reviewed prior to meeting attendance <i>Note language below: 6.4 Subcommittee Member Duties</i>	March Notes Approved-	
Bradley 10:15	Item 3: IAT Guide and available IAT training plans – IAT Guide training path is confusing “A” path to “S” path – RT372 needs to be omitted from task. NPS and other Bureaus could not find a courses available and wanted to keep as an option RT372. You can flop back and forth you can pick both. Discussed all the training plans all of them are in SharePoint. “S” path – “A” path option. BLM wants training plans gone not listed. Some benefits of RT372, is it captures program updates/SOPs etc., while A courses are not as updated to reflect those changes People going to least resistant training. Personalize training plan with Louise. Do you want IAT Guide to list all training plans? Concern that there is itemized training plans	RFC 22-06 Pending-on hold for further review.	

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	<p>Update to Action item log (AIL) – 22-1 Profiles updates changed our IAT login page- asks you to update profile in last 2 years. Email sent to cleared out inactive profile.</p> <p>22-4 Identify units going down 3 levels. This has not been put on the printed roster.</p> <p>Change class offering instructors can lock down to a group. Registration opens at 12pm MDT instead of midnight.</p> <p>Aviation manager working on reports pulling data. UATA's, Supervisor reports. Now we have a report to help training officers to pull data to input in IQSC. IAT roles which facilitate this are UATA's, Supervisor Role, TDS and Aviation Managers</p>	
Subgroup Report Outs/Taskings <i>Facilitator: Bradley</i>		
Leshuk 11:30	<p>A219 Subgroup update Timeline, whitepaper review etc.</p> <p><i>Proposed Draft deadline: 3/23/22 Proposed IATS review deadline: 4/5/22: Brief NIAC TBD</i></p> <p>–</p> <p>A 219 whitepaper comments have been gathered IHOPS has the document currently. Tori is working with the Vice chair to get eyes on it. She will brief to NIAC when she can. It's kind of hold for a bit.</p>	
Kessler/Milone 11:45	<p>A450 subgroup update Proposed deadline: Spring 2022</p> <p>Making progress dive into unit objective creation. Make interagency alignment instead of divergent.</p>	
Natalie Adams 12:00	<p>IAT Guide 2022-revision</p> <p><i>Proposed deadline for IATS member review?</i></p> <p>IAT guide ready for review track changes in SharePoint. Natalie will add comments to the revision. Deadline COB 5/11/22 Approval letter will not be signed until leadership review 5/11/22</p>	
Meeting Closeout <i>Facilitator: Leshuk</i> Next IATS meeting: 5/25/22		
Leshuk 12:15	<p>IATS chair report out/ Go backs – Intent document the meat has been incorporated with chair rotation. Mike and Tori will work on it. It will become Appendix.</p>	

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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.