

February 22, 2023

## IATS Conference Call Notes

(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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(Notes/RFC/Docs):

### Roll call- Facilitator Garcia 10:00

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL <i>Present, Excused, Absent</i>
<b>PRIMARY</b>			
USFS-RASM	Sean Aidukas	Jennifer Martynuik	P
BIA	Branden Spencer		P
<b>BLM, VICE CHAIR</b>	Gilbert Garcia	Mike Reid	P/P
OAS	Woody Kessler (interim)		P
NPS	<b>Ody Anderson</b>	Mike O'Leary	P
<b>USFS-NATPM, CHAIR</b>	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Josh Ingle	P
USGS	Lisa Faust		P
FWS-Alaska	Tom Greil		
USFS-FHP	Jeremiah Henry	Scott Sontag	P/P
BSEE	Andrew Wareham	Michael Jordan	P/P
BOR	Natalie Adams	Dave Rosser	A/A
OSMRE	Lukus Monette	Dave Rosser	A
<b>ASSOCIATE</b>			
OAS-UAS	Colin Milone		P
USFS-UAS	Liz Younger	<b>Justin Baxter</b>	P
<del>OAS-OAS TB Chief</del>	<del>Woody Kessler</del>		
OAS-IAT Webmaster	Louise Bruck		P
OAS- Notes	Cheryl Giffen		P
<b>GUESTS/SME</b>			

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NWCG- Coordinator	Tim Blake		A
<b>IATS AGENDA</b> <i>Items submitted prior to meeting prioritized Facilitators: Garcia</i>			
Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending	
Gilbert Garcia	<b>Item 1: Past Notes Vote-Poll results</b> Past notes shall be reviewed prior to meeting attendance <i>Note language below: 6.4 Subcommittee Member Duties</i>	Jan Notes Approved	
Garcia 10:15	<b>Item 2: RFC 23-1/23-2 Recap/poll response –</b> <b>1/25 Notes – Recap – UATA Notified if training plan is added or deleted RFC 23-1</b> <b>1/25 Notes – Recap – A452R hours will be reduced from 2 hours to 1 hour</b>		
Leshuk/Bruck 10:30	<b>Item 3: Change in Naming convention N9059/RT9059(F) –</b> <b>2/22 Notes</b> naming convention change in IQCS. F – Forest Service, took F off so now its N9059/RT9059 everything was changed in the IAT System to match. The name change in the IAT guide will be changed with the next revision-2023.		
Aidukas 10:45	<b>Item 4: IAT add course coordinator as a role in IAT –</b> <b>2/22 Notes –</b> User – Course coordinator setup classes with the instructors. ACDP training 2x year in region 5 for example – Support role or coordinator role would be able to – add a class, coordinate class, assign instructors and do all the admin stuff. Louise will talk to Brian about creating a new role or adjusting the one we currently use under “Support” in the IAT. She will need to know the level of approval and the process to assigning people the Coordinator Role. <b>No vote needed- resolved by utilizing the support role.</b>	RFC 23-04	
Aidukas 11:00	<b>Item 5: A225 Instructor Update Course On demand – Sean Aidukas</b> <b>2/22 Notes -</b> A225 – Forest Service and other bureaus have 3 months for instructing and taking classes prior to fire season. RFC is requesting an A225 be created for on demand. Woody mentioned that with all the month-to-month content changes, new features, instructional skills plus the amount of student interaction its going to be a tough course to create for online has thrown around different ideas to modularize it and how OAS would put in online. In the past OAS was offering A225 once a month and since one of the training specialists retired there has been a gap. As a OAS will now offering the A225 monthly and the website is updated with additional A225 offerings. There are other agencies that can teach A225 besides OAS. <b>No need to vote- resolved by additional course offerings.</b>	RFC 23-03	
Bruck 11:15	<b>Item 6: Bureau/Agency instructor list verification –</b> <b>2/22 Notes -</b> Louise has requested everyone go through the Bureau/Agency IAT Instructor and send her the updated so we can update the system. Louise emailed a copy of the document to everyone 2/22/23		

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Leshuk 11:30	<b>Item 4: IATS Action Plan Review</b> <a href="#">IAT Action Item Log.xlsx</a> 2/22 Notes – Item will be covered in March meeting per Tori	
<b>Subgroup Report Outs/Taskings <i>Facilitator: Leshuk</i></b>		
Kessler/Milone 12:00	<b>UAS Training Group</b> <ul style="list-style-type: none"><li>A450 subgroup update. Proposed deadline: <i>Oct-2023 New timeline update</i></li></ul> 2/22 Notes – Beta Test Ventura mid-March Instructor and student guide has been completed; power point rough draft being completed by A450 Cadre deadline is 2/24/23 Content input 450 group was completed A 450 Cadre has been updating it, adding images and graphics.	
12:15 Garcia/Bruck	<b>2023 IAT Guide Revision Subgroup report out</b> 2/22 Notes – Team has compiled a lot of updates. Once the guide is updated, there will need to be review by this group prior to it being published.	
<b>Meeting Closeout <i>Facilitator: Leshuk</i></b> <b>Next IATS meeting: 03/22/2023</b>		

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 2022 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.

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