

IATS Fall Meeting 2023

10/17/23 – 10/19/23

Holiday Inn Express Boise

475 W. Parkcenter Blvd.

Boise, Idaho 83706

[Interagency Aviation Training Subcommittee](#) (IATS)

NWCG/NIAC

[IATS SHAREPOINT / TEAMS](#)

(Notes/RFC/Docs):

Roll call – Facilitator Leshuk 9:00

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL <i>Present, Excused, Absent</i>
PRIMARY			
USFS-RASM	Sean Aidukas	Kevin Merrill	P/P
BIA	Branden Spencer		P
BLM, VICE CHAIR	Gilbert Garcia	Matt Shaddle	P/P
OAS	Travis Touchette		P
NPS	Ody Anderson	Mike O’Leary	P
USFS-NATPM, CHAIR	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Josh Ingle	P
USGS	Lisa Faust		E
FWS	Tom Greil		A
USFS-FHP	Jeremiah Henry	Scott Sontag	P
BSEE	Andrew Wareham	Michael Jordan	A
BOR	Dave Rosser		P
OSMRE	Lukus Monette	Dave Rosser	E
ASSOCIATE			
OAS-UAS	Colin Milone		E
USFS-UAS	Liz Younger	Justin Baxter	E
OAS-OAS TB Chief	Woody Kessler		P
OAS-IAT Webmaster	Louise Bruck		E
OAS – Notes	Cheryl Giffen		P
GUESTS/SME			
NWCG-Coordinator	Carmen Thomason		E
Soliel – Contractor	Elizabeth Scotland		P
NIAC Vice Chair	Mike Reid		P

DAY 1 Date: 10/17 Start 9:00

Facilitator: Leshuk

Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending
Tori Leshuk	<p>Item 1: Welcome Logistics/gameplan for day/week Welcome. This is the first in-person meeting IATS has had in 3 years due to COVID. I hope we can continue to keep this as a normal event to get together at least once a year.</p> <p>Past Notes Vote-Poll results Past notes shall be reviewed prior to meeting attendance. <i>Note language below: 6.4 Subcommittee Member Duties</i></p> <p>August notes are already posted to NWCG-IATS webpage</p>	August Notes Approved
Leshuk/Garcia/Kessler 9:15	<p>Item 2: Communication plan for IATS primary members and expectations <i>Best practices for communicating changes – intra-agency/bureau. Roles and responsibilities – chair rotation Communication needs to be for higher up and lower too. New members need an explanation to vote,</i></p> <p>Discussed putting together a flow chart or best practices document to better line out expectations from primary members to communicate to their leadership or out to their user group the proposed request for change. This communication is not only needed for changes but to gather feedback for voting, as many changes could affect aviation operations/training plans. In the past, some members are voting on changes to the IAT Guide or website but may not be communicating those to their user groups what to expect. This results in lots of calls to IAT helpdesk or OAS trainers questioning the changes. A strong communication plan or flowchart may help as a reminder to primary voting members who needs to be in updated.</p> <p>There also needs to be awareness of Chair rotation responsibilities for primary members. Everyone is busy yet recognize the importance of subcommittee participation to ensure agency/bureau representation. This was assigned as a group breakout Topic 3 Best Practices Doc – expectations membership (Shaddle-Lead)</p>	
Tori Leshuk 10:00	<p>Item 3: RFC 23-06 A454 designation review/report out:</p> <p>The proposed change would insert a sub-qualification for all instructors to create a specific A454 offering in IAT for all fully qualified instructors. It would require a designation or evaluation clearly delineating what they are qualified to instruct/card other pilots. All instructors must be current and qualified to teach each A454 course/airframe individually and carded on the airframe. This “sub-qualification” or designation and would provide a stop-gap for instructors, as well as some sideboards in regards to liability.</p>	IATS/NIAC Approved
Ody Anderson 10:15	<p>Item 4: Revision process and discussion – Currently the revision process is challenging due to staffing at OAS/IAT training branch. In some cases, those revisions are taking years. And the SME commitment time cannot meet those timelines, resulting in high turnover for course manager/revision lead. Discussion on how to implement an in-person class revision, suggested a 3-day week in-person meeting could help,</p>	

	<p>versus the virtual once a month meeting schedules. That in-person course SME meeting would have clear deliverables for OAS or contractor to move forward with course production.</p> <p>Interest in contractor revised courses amongst the group, however limited staffing, and cost affects the quality and execution.</p> <p>Woody will get a current course revision list sent to IATS after it has been finalized with OAS staff assignments/ course managers in beginning of 2024. As well as relay suggested in-person SME course meetings to kick off course revisions to OAS staff/course managers for the future.</p>	
<p>Mike Reid 11:00</p>	<p>Item 5: NIAC report out – 2024 Mike Reid will be taking over NIAC chair and Matt Woodwick will be Co-Chair – NIAC is holding an in-person meeting 2/26-2/29/24 – Anaheim, CA IHOPS, and HAI will be there plus they are inviting NIAC Subcommittee chairs. For those who don't know NIAC is the parent committee for IATS amongst many others. They have the largest group of subcommittees and range from fire and non-fire aviation activities, which is why IATS falls under them. IATS chair requested that before NIAC approves changes in other qualifications that include A courses – to please reach out to the IATS for comment. Also with the significant RFCs placed with NIAC for qualifications and curriculum standards it was suggested that NIAC make a priority list of all the positions as it's listed with their subcommittee position stewards.</p> <p>It was agreed to that NIAC will start sending approved meeting notes to subcommittee chairs to be tracking some of those requests. IATS Chair will attend NIAC in-person meeting in Feb. 2024.</p>	
<p>Tori Leshuk 11:30</p>	<p>Item 6: Break out discussion/topics See breakout topics below for afternoon sessions. Leads will be required to report out progress. Please volunteer for topics that you can help with. Please see below for subgroup participates.</p>	
<p>12:00</p>	<p>Lunch</p>	
<p>ALL 13:30</p>	<p>Group Breakouts</p>	
<p>Tori Leshuk 16:00</p>	<p>Closeout/Bin Items</p>	
<p>DAY 2 Date: 10/18 Start 9:00 Facilitator: Garcia</p>		
<p>Presenter/Time</p>	<p><u>Agenda Item</u></p>	<p>#RFC/Decision Concurrence/Pending</p>
<p>Gilbert Garcia</p>	<p>Item 7: Welcome Logistics/gameplan for day</p>	
<p>Woody Kessler 9:10</p>	<p>Item 8: Soliel presentation – Elizabeth Scotland IAT position and Curriculum Analysis – OAS Contract Kickoff w/IATS – El introduction and background on Soliel. Position and Curriculum Analysis. This project will have 2 phases –</p> <p>Phase 1 – Acknowledge Phase: Position analysis, PD's function performed that are not in PD used by HR, will identify gaps within each position.</p>	

	<p>Phase 2 – Position Analysis (curriculum): Map the existing aviation curriculum in the IATG to the newly developed PD. Identify if any described is reflected, existed training. Positions will be broken into 2 Groups –</p> <p>Group 1 – Aircrew member, Aviation Dispatcher, Aviation Manager, Fixed-Wing Flight Manager, Fixed-Wing Flight Manager Special Use and Flight Follower</p> <p>Group 2 – Helicopter Flight Manager, Helicopter Manager, Project Aviation Manager, DOI Supervisor, and Forest Service Supervisor Identify POC/SME IATS will be copied in all correspondence.</p> <p>The SME will –</p> <ul style="list-style-type: none"> • Identify Bureau • Review PD • Complete position analysis questionnaire • Join a specific breakout sync to provide input. • Define the position – look at the duties. <p>Phase 1 – Group 1 – Timetable estimate</p> <ul style="list-style-type: none"> • Provide SME/POC – 12/1/23 (subject to change) • Disseminate Questionnaire • All Feedback • Consolidate SME Feedback • Kickoff PD SME Breakout Syncs (discussion) <p>Deadlines are subject to change based on outcome of mock exercise and development of new questionnaire. The timing of this project is challenging with our current workforce who would be serving as SMEs following fire/field season. As well as the commitment from IATS primary membership to brief their leadership. Projected outcome is an analysis of</p> <p>Looking for a project briefing packet for IATS members and their leadership. Need to clearly identify that the PD review is for IAT positions ONLY and is not related to HR PD's. Final version of questionnaire will be sent out to IATS for review prior to being disseminated/utilized.</p> <p>Also requested POW/SOW to show what are the expected benchmarks or deliverables. This may also help with briefing packets for leadership.</p> <p>Position Description Analysis: This will be added to each IATS Meeting agenda to the subgroup section with a report out on progress.</p>	
11:30	Lunch	
ALL 13:00	Group Breakouts	
Gilbert Garcia 16:00	Closeout/Bin Items	
DAY 3 Date: 10/19 Start 9:00 Facilitator: Leshuk		

Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending
Leshuk	Item 10: Welcome Logistics/gameplan for day	
Kessler/ALL 9:10	<p>Group Breakout: Topic 4: Soliel Contract placeholder/exercise. Mock exercise – defining “Aviation Manager” IAT training plan based on contractor developed questionnaire (Apprx 2 hrs spent) This exercise objective was to test run the questionnaire for SMEs to answer effectively. Based on the limited time, partial responses were recorded, but clearly showed the scope of responses as well as some questions that may need to be altered.</p> <p>Identified discrepancies/challenges:</p> <ul style="list-style-type: none"> Confusion between “Duties and Responsibilities” as requested in the questionnaire. Group did not feel it was necessary to differentiate. The difference between bureau/agency policy requirements of the positions and an individual’s expectation of the positions duties, may differ significantly. <p>Woody will work with contractor on refining questionnaire and will circulate for review from IATS membership prior to distro.</p>	
Matt Shaddle 11:30	<p>Item 9: Action Items/Bin Items – <i>Can an alternate member Vote on behalf of primary members?</i></p> <p>Agreed that alternates can vote, but primary members need to brief them prior, so they understand what is being presented or past discussions from monthly meetings. Alternates can also elect to hold their bureau/agency vote until the primary is back if they don’t feel comfortable. However, they need to be cognizant of holding up business if primary is expected to be out for long periods of time.</p> <p>Language will be added to IAT intent document regarding this.</p>	
Tori Leshuk 11:45	<p>Item 11: Meeting Closeout/Chair Transition Plan –</p> <p>January 2024 Matt Shaddle (BLM) will be taking over Chair, Dave Rosser (BOR) will be Vice Chair – <u>Per the IATS Intent Doc Chair rotation.</u></p> <p><u>Meeting adjourned!</u> Next IATS monthly meeting will be in January 2024. Please be monitoring Inboxes for contractor documents and IATS approvals etc. Thank you for your participation!</p>	
Group Breakouts Topics		
Group Lead	<u>Topics</u>	<i>Due Date</i>
Subgroup Participants: Nate Alexander-Lead Sean Aidukas Kevin Merrill Woody Kessler Travis Touchette	<p>Topic 1: IAT Guide Crosswalks Review/update – Broke out Crosswalk review. Each subgroup member is assigned tasking. This will be added to each IATS Meeting agenda to the subgroup section with a report out on progress.</p> <p><u>Appendix 3 Objectives</u> – Compare each S course to the appropriate A courses, in anticipation we can find commonalities that will allow us to</p>	

	<p>grant competencies to courses that have a high probability to represent each other. This will be accomplished by reviewing Course objectives, Instructor guides, and student guides. If there are courses that are outdated and potentially in update/rewrite/overhaul and if we want to visit with the Committee/Working Group/Contractor that is tasked with a current course update, we will accomplish this through the IAT chair to make contact with the appropriate group, confirm the request to contact and then we can move forward. In the end, we want to find as many commonalities as possible. If there is an addition to a course that could potentially push it into equivalency, let's identify also, as to be able to make recommendations.</p> <p><u>Appendix 4 Objectives</u> – Compare NWCG positions to IAT positions via using Incident position descriptions. https://www.nwcg.gov/positions, Position Task Books https://www.nwcg.gov/publications/position-taskbooks and the required training and prerequisites for each position identified in the crosswalks. Again, we want to find as many commonalities as possible and if able, we want to be able to recommend additions that would allow equivalencies to be recognized.</p>	
<p>Subgroup Participants: Gilbert Garcia-Lead Ody Anderson Jerimiah Henry</p>	<p>Topic 2: IAT Guide Revision Jan 2024 IAT Guide –</p> <p>The subgroup made some notes, updated broken links, all RFCs are up to date. IATS members need to send one picture or more to Gilbert to add to the IAT Guide. Louise and Gilbert will work together to get out a draft for review. Tori will work with USFS leadership to get an approval letter signed by the Director for FAM. The Chair will send out final IATS Guide for review when its complete. Each member is responsible for reviewing the document prior to it being published.</p>	
<p>Subgroup Participants: Matt Shaddle – Lead Brandon Spencer Tori Leshuk</p>	<p>Topic 3: Best Practices Doc – expectations membership <i>Potential deliverable from agenda item 2 –</i></p> <p>Subgroup started to develop a document to help with membership expectations but realized the IATS Intent document (SOPs) sets clear expectations. Discussed that “welcome to the IATS email sent by the chair could cut and paste the expectations directly into the body of the email rather than just list the link to the document.”</p> <p>Subgroup lead will add a few edits and recirculate for the Intent doc for review and finalize 2024.</p>	
<p>Subgroup Participants: Woody Kessler- Lead All membership at in-person meeting</p>	<p>Topic 4: Soliel Contract – Working on getting El briefed-on responses from the meeting. El will send out an intro packet and email. Woody will brief EAS and SLT. Should have a revised questionnaire in a couple of weeks.</p>	
<p>Subgroup Participants: Tori Leshuk (outgoing)Matt Shaddle (incoming)</p>	<p>Topic 5: Chair out brief with incoming chair (Bin Item if time allows) This will be ongoing with Leshuk and Shaddle until transition is complete.</p>	

RFC-Request for Change

AIL-Action Item Log

Green – Things Completed

Red – ACTION Items

Purple – Shout outs and gratitude