IATS Conference Call Notes	IATS MS TEAMS Meeting
(4th WEDNESDAY of every MONTH)	**Join on your computer or mobile app**
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[Interagency Aviation Training Subcommittee](#) **(IATS)**	**IATS SHAREPOINT / TEAMS**
NWCG/NIAC	**(Notes/RFC/Docs):**

Roll call- Rosser 10:00

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL *Present, Excused, Absent*
PRIMARY			
USFS-RASM	Sean Aidukas	Kevin Merrill	**E/P**
BIA	Branden Spencer		**P**
BLM, CHAIR	Matt Shaddle	Gilbert Garcia	**P/E**
OAS	Travis Touchette		**P**
NPS	Brian Sutton	Mike O'Leary	**P**
USFS-NATPM	Tori Leshuk		**P**
USFS-HOS	Nathan Alexander	Josh Ingle	**E/E**
USGS	Lisa Faust		**P**
FWS-Alaska	Tom Greil	Gracie Moore	**P**
USFS-FHP	Jeremiah Henry	Scott Sontag	**P/P**
BSEE	Andrew Wareham	Michael Jordan	**P/E**
BOEM	Rick Knowles		**A**
BOR, VICE CHAIR	Dave Rosser		**P**
OSMRE	Lukus Monette		**A**
ASSOCIATE			
OAS-UAS	Colin Milone		**P**
USFS-UAS	Liz Younger	Justin Baxter	**E/A**
OAS-OAS TB Chief	Woody Kessler		**P**
OAS-IAT Webmaster	Louise Bruck		**P**
OAS- Notes	Cheryl Giffen		**P**
GUESTS/SME			
NWCG-Coordinator	Dave Schultz		**P**

January 24, 2024

Soliel - Contractor	Elizabeth Scotland		**P**
Soliel - Contractor	Lamar Jenkins		**P**
USFS – HOS	Colby Richmond		**P**

IATS AGENDA *Items submitted prior to meeting prioritized Facilitators: Shaddle*		
Presenter/Time	<u>**Agenda Item**</u>	**#RFC/Decision** *<mark>C</mark>oncurrence/<mark>P</mark>ending*
Shaddle 10:05	**Item 1: Past Notes Vote-Poll results** Past notes shall be reviewed prior to meeting attendance. 　　*Note language below: 6.4 Subcommittee Member Duties* D. Schultz introduced as new NWCG Coordinator. Wants to keep the same note publication protocols as previous Coordinator. Chair submits notes to Coordinator, who reviews prior to sending to Webmaster for posting. October notes are in the review process.	**October In-Person Notes-Approved, Not Yet Posted**
Soliel 10:10	**Item 2: IAT Position Description Project –** **Phase 1 – IAT Guide Position Analysis Capture, Identify, Update)** – Soliel provided another presentation of the overall project, including updates to timelines (see below) and a draft position description based off preliminary information provided for the Aviation Manager position. • Group 1 – 1/25 Kickoff & 2/29 SME Questionnaire Responses Due to Soliel • Group 2 – 3/1 Kickoff & 3/29 SME Questionnaire Responses Due to Soliel • Group 3 – 4/1 Kickoff & 4/29 SME Questionnaire Responses Due to Soliel Deadline for Phase 1 – 5/24/24 **Phase 2 – IAT Guide Curriculum Analysis – TBD**	
Shaddle 10:55	**Item 3: IATS Intent / SOPs Revision** – Initial draft shared w/ subcommittee prior to meeting. IATS members to provide any feedback/edits to Chair prior to 1/31 COB. Chair will compile feedback and submit final version to IATS for vote/approval. Noted updates: 1.) Clean-up voting/consensus protocols to mirror NWCG Master Committee Charter/SOPs. 2.) Add the OAS Primary Member to Appendix 1, Chair Rotation List, prior to USDA-FS NATPM.	
Kessler 11:05	**Item 4: Course Revision List/Process –** *Update –* Full OAS Team will be looking at the Top 5 next classes/projects and will report out to IATS at next meeting. Course revision will have customized questionnaire for real time feedback. In person course revision will work with SME's briefing EAS/EAC to get support for travel funding. Working on IAT Bulletin- Instructor Recognition Trainer of the Quarter Career Milestone ACE updates –	

	Oklahoma City – 2/26-2/29/24 San Deigo – 4/15-4/19/24	
Subgroup Report Outs/Taskings *Facilitator: Shaddle*		
Garcia/Bruck 11:10	**2024 IAT Guide Revision Subgroup report out –** Louise will make final updates to the IAT Guide. USDA-FS working on USFS guide approval letter	
Alexander 11:25	**IAT Guide Crosswalks Review/update – Nothing to report currently.**	
N/A	**Soliel Contract Report Out – Place Holder – Covered in Item #1**	
Meeting Closeout *Facilitator: Shaddle* **Next IATS meeting: Next meeting February 28, 2024 – Overlaps w/ OK ACE and NIAC In Person Meeting. Due to training and meeting conflicts, the February Meeting may be cancelled.**		

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. 14 Primary IATS Members = 9 for Quorum (9.3)

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.

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