IATS Conference Call Notes *(4th WEDNESDAY of every MONTH)* **TIME: 1000 MOUNTAIN TIME** **Interagency Aviation Training Subcommittee** (IATS) **NWCG/NIAC**	**IATS MS TEAMS Meeting** **Join on your computer or mobile app** Click here to join the meeting Learn More | Meeting options **IATS SHAREPOINT / TEAMS** **(Notes/RFC/Docs):**

Roll call- Facilitator Shaddle 10:00

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

Soliel - Contractor	Elizabeth Scotland		**P**
Soliel - Contractor	Lamar Jenkins		**E**

IATS AGENDA
Items submitted prior to meeting prioritized Facilitators: Shaddle

Presenter/Time	Agenda Item	#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: 6.2 Primary Member* **January Notes and IATS SOPs approved via 10/0 response. SOPs finalized and posted on SharePoint. January meeting notes submitted to NWCG Coordinator for review/routing for posting.**	**January Notes-Approved, Not Yet Posted**

Soliel 10:10	**Item 2: IAT Position Description Project – Update Group #1 & 2**
	Group 1 – Complete
	o Response due date closed 3/4/24
	o At this time draft Position Descriptions are complete for all but one of the positions within the group.
	o Will need to address 1st and 2nd line supervisor distiction in final description of DOI Supervisor position
	Group 2 – Updates
	o Completed project sync meeting 2 weeks ago w/ no identified barriers
	o No responses to date. Questionnaire's due COB 3/29/24.
	o All IATS members confirmed timeline and ability to meet due date.
	Overal Project
	o If bureau or org does not utilize a position – please identify.
	   o OPM-4 has five mandatory positions, so if a bureau doesn't specifically utilize one of these positions – address how these requirements are met.
	o Group 3 Kick-off 4/1/24.
	   o Helicopter Manager - Resource
	   o Helicopter Flight Manager -DOI
	   o Aircrew Member
	   o Fixed Wing Flight Member
	   o Fixed Wing Flight Manager – Special-use
	o Project on track for the timeline
	o Scotland will send out initial drafts of position descriptions for review along with any discussion/follow-up questions
	o Final products will be vetted by IATS prior to approval	

Kessler 10:40	**Item 3: RFC 23-06 Implementation Challenges –** **A-454 Add on courses.** o Model specific courses will need to be created w/in IAT each UAS platform o OAS-105's and OAS-108's must be completed o Instructors will be required to complete A-225 o Workload to create the model specific courses and bureaus/agencies will need to ensure instructors meet all qualification requirements	

	o Process needs to be refined – an individual w/ carding authority is not equal to an IAT qualified instructor. o Bruck will provide a current list of all A-454 instructors to IATS. o A clear communication plan is necessary to ensure instructors/program managers are aware of the change and all requirements **Kessler to provide update at April IATS Meeting**	

Derrick	**ACE Updates:**
	• San Diego Information to Date:
	   o 205 Registered
	      ▪ USFS 136
	      ▪ DOI 58
	      ▪ State 5
	      ▪ Other Fed 6
	   o 19 Scheduled instructor evaluations
	   o 12 Courses w/ trainers/evaluations
	   o Registration Closes 4/8/24
	• 2025 Final locations pending
	   o AK event down to Anchorage or Fairbanks
	   o Anissa will send a poll to IATS for both 2025 events	

Shaddle	**RFC 24-01** received from NPS after March IATS Agenda set. To be addressed at April meeting.	
Subgroup Report Outs/Taskings *Facilitator: Shaddle*		
Garcia/Bruck 11:10	**2024 IAT Guide** – Released March 2024.	
Alexander 11:10	**IAT Guide Crosswalks Review/update – Nothing to Report**	
N/A	**Soliel Contract Report Out – Place Holder – Covered in Item #1**	
Meeting Closeout *Facilitator: Shaddle* **Next IATS meeting: Next meeting Apil 24, 2024**		

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)

2024 IATS SOPs states:

6.*2 Primary Member*
Consensus decision making does not require unanimous or unqualified agreement. However, to achieve consensus, all decision-making members must be willing to support the decision. Even when consensus is achieved, a member with a dissenting position may have his or her position documented for the record.

6.5 Alternate Member
An alternate member performs the primary member or associate member duties in absence of the assigned member. This includes voting if authorized to do so by the primary member. Primary members are responsible for ensuring alternate members are fully briefed and prepared to complete duties in their absence.

March 27, 2024

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.