

April 24, 2024

## 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 Shaddle 10:00

AGENCY	ATTENDEES	ALTERNATE (Approved)	ROLL CALL <i>Present, Excused, Absent</i>
PRIMARY			
USFS-RASM	Sean Aidukas	Kevin Merrill	A
BIA	Brandon Spencer		P
<b>BLM, CHAIR</b>	Matt Shaddle	Gilbert Garcia	P
OAS	Travis Touchette		A
NPS	Brian Sutton	Mike O'Leary	P/P
USFS-NATPM	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Colbey Richmond	A/P
USGS	Lisa Faust		P
FWS-Alaska	Tom Greil		A
USFS-FHP	Jeremiah Henry	Scott Sontag	A/A
BSEE	Andrew Wareham	Michael Jordan	P/P
BOEM	Rick Knowles		P
<b>BOR, VICE CHAIR</b>	Dave Rosser		P
OSMRE	Lukus Monette		A
ASSOCIATE			
OAS-UAS	Colin Milone		P
USFS-UAS	Liz Younger	Justin Baxter	P/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		P

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Soliel - Contractor	Elizabeth Scotland		P
Soliel - Contractor	Lamar Jenkins		E
<b>IATS AGENDA</b> <i>Items submitted prior to meeting prioritized Facilitators: Shaddle</i>			
Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/ <b>Pending</b>	
Shaddle 10:05	<b>Item 1: Past Notes Vote-Poll results</b> Past notes shall be reviewed prior to meeting attendance. <i>Note language below: 6.2 Primary Member</i>  <b>March notes yet to be approved. Pending response from Primary Members. M.Shaddle will send out voting link again. January meeting notes submitted to NWCG Coordinator for review/routing for posting.</b>	<b>March Notes- Yet to be Approved/Posted</b>	
Soliel 10:10	<b>Item 2: IAT Position Description Project-Update:</b> <ul style="list-style-type: none"> <li>Group #1 &amp; 2: SME Feedback complete and Soliel Draft PDs are available for review.               <ul style="list-style-type: none"> <li>Issues regarding USFS accessibility to SharePoint files identified – El will send products to M.Shaddle for distribution to the group.</li> <li>Review and provide feedback by May 10, 2024.</li> </ul> </li> <li>Group #3 Questionnaires due to Soliel by COB 4/29/24               <ul style="list-style-type: none"> <li>El will develop Group #3 Draft PD's 5/1-10.</li> </ul> </li> <li>Final Soliel produced PD drafts estimated to be completed by 5/24/24 – Completion of Phase 1 of Project</li> <li>Phase 2 – Curriculum Analysis – Scheduled to begin 6/1/24</li> </ul>		
Kessler 10:40	<b>Item 3: RFC 23-06 Implementation Update:</b> <b>Breakout A-454 OAS TB needs lists for A-454 Instructors</b> <b>OAS list is still needed. Colin will coordinate with OAS L.Bruck and to finalize DOI list of Instructors. Keep on Agenda for 5/22/24 meeting</b>		
Sutton 11:00	<b>Item 4: RFC 24-01 A-306 Equivalency</b> <ul style="list-style-type: none"> <li>A-306 Equivalency option for 20-40-hour Aviation Specific COR training often taken by government employees to meet COR Level II &amp; III requirements.</li> <li>Noted limited availability of A-306</li> <li>Aviation specific Agency/vendor COR courses exceed A-306 course length.</li> <li>USFS grants equivalency on a case by case basis but currently nothing in place for DOI employees.</li> <li>OAS TB noted a clear approval process which included the bureau's aviation training representatives would need to be in place to ensure consistency and proper oversight.</li> </ul> <b>A-306 workgroup will develop a proposal for DOI Equivalency/Approvals. Work group members will be – Michael O'Leary (lead), Travis Touchette, Matt Shaddle</b>		
OAS 11:30	<b>Item 5: San Diego ACE Update and 2025 Scheduling</b>  San Diego Participation – 217 students (Approx. 80% capacity) <ul style="list-style-type: none"> <li>DOI 74 – 34%</li> <li>USFS 133 – 61%</li> <li>OTH-FED 6 - %5</li> </ul>	<b>Concurrence</b>	

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	<ul style="list-style-type: none"><li>State 5- 2%</li></ul> <p>Highest Attended classes – A-302 – 107 students A-303 – 110 students A-307 125 students</p> <p><b>IATS Supports proposed 2025 ACE Locations of Denver, CO and Fairbanks, AK to allow OAS TB to move forward with scheduling – All present Primary Members in Agreement</b></p>	
<b>Subgroup Report Outs/Taskings <i>Facilitator: Shaddle</i></b>		
Alexander	IAT Guide Crosswalks Review/Update – Nothing to Report	
N/A	Soliel Contract Report Out – Place Holder – Covered in Item #1	
<b>Meeting Closeout <i>Facilitator: Shaddle</i></b> <b>Next IATS meeting: <b>Next meeting May 22, 2024</b></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. 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.*

## **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.

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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.