

May 22, 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 <b>P</b> resent, <b>E</b> xcused, <b>A</b> bsent
PRIMARY			
USFS-RASM	Sean Aidukas	Kevin Merrill	A / P
BIA	Brandon Spencer		P
<b>BLM, CHAIR</b>	Matt Shaddle	Gilbert Garcia	P / P
OAS	Travis Touchette		P
NPS	Brian Sutton	Mike O'Leary	E/E
USFS-NATPM	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Colbey Richmond	P / P
USGS	Lisa Faust		E
FWS-Alaska	Tom Greil		A
USFS-FHP	Jeremiah Henry	Scott Sontag	E / P
BSEE	Andrew Wareham	Michael Jordan	P / P
BOEM	Rick Knowles		A
<b>BOR, VICE CHAIR</b>	Dave Rosser		E
OSMRE	Lukus Monette		A
ASSOCIATE			
OAS-UAS	Colin Milone		P
USFS-UAS	Liz Younger	Justin Baxter	P / A
OAS-OAS TB Chief	Woody Kessler		P
OAS-IAT Webmaster	Louise Bruck		P
OAS- Notes	Cheryl Giffen		E
GUESTS/SME			
NWCG-Coordinator	Dave Schultz		E

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Soliel - Contractor	Elizabeth Scotland	P	
Soliel - Contractor	Lamar Jenkins	E	
<b>IATS AGENDA</b> <b>Items submitted prior to meeting prioritized Facilitators: Shaddle</b>			
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 approved and posted. April notes approved and submitted for posting.</b>	<b>April Notes- Yet to be Posted</b>	
Soliel 10:10	<b>Item 2: IAT Position Description (PD) Project-Update Group #1, 2, 3</b> <ul style="list-style-type: none"><li>• <u>Soliel Batch # 1 Update</u><ul style="list-style-type: none"><li>○ Includes Positions: Aviation Manager, Project Aviation Manager, Line Manager, Supervisor (DOI) and Aviation Dispatcher.</li><li>○ Comment period complete. If EI has additional questions, she will work with the agency/bureau representatives directly.</li><li>○ Once all comments are incorporated, Soliel will be finished with the PDs in Batch #1 PDs.</li><li>○ Batch #1 (and #2 once complete) PDs will be finalized by IATS, prior to being submitted to NIAC, EAS, USFS Leadership, etc. for approval.</li></ul></li><li>• <u>Soliel Batch #2 Plan of Actions</u><ul style="list-style-type: none"><li>○ Included Positions: Flight Follower, Aircrew Member, Fixed-Wing Flight Manager, Fixed-Wing Flight Manager – Special Use, Helicopter Flight Manager (DOI), and Helicopter Manager – Resource.</li><li>○ Questionnaire response period for all positions has closed.</li><li>○ Soliel will provide draft PDs for IATS review by 6/7/24, after which the curriculum analysis phase of the project will begin.</li><li>○ IATS representatives will have until 6/21/24 to provide feedback on draft PDs.</li></ul></li><li>• EI will provide updated project timeline after the IATS meeting.</li><li>• Current Goal: Final approved position descriptions into the DRAFT 2025 IAT Guide update by October to meet a guide issuance date of January 2025.</li></ul>		
OAS 10:40	<b>Item 3: ACE Historical Data</b> <ul style="list-style-type: none"><li>• Spreadsheet of historic ACE attendance data well received and highly beneficial for location discussions/justifications.</li><li>• IATS requested creation and sharing of similar product prior to all future event training decisions.</li></ul>		

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Subgroup Report Outs/Taskings <i>Facilitator: Shaddle</i>		
Alexander	IAT Guide Crosswalks Review/Update – Pending	
N/A	Soliel Contract Report Out – Place Holder – Covered in Item #1	
<b>Meeting Closeout <i>Facilitator: Shaddle</i></b> <b>Next IATS meeting: Next meeting June 26, 2024; Call for topics will be sent out NLT 6/12/24.</b> <b>June meeting may be cancelled if pressing matters/topics are not identified.</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.

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.