

July 24, 2024

IATS Conference Call Notes July 2024

(4th 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 Present, Excused, Absent
PRIMARY			
USFS-RASM	Kevin Merrill	Sarah Culhane	P/P
BIA	Brandon Spencer		P
BLM, CHAIR	Matt Shaddle	Gilbert Garcia	P
OAS	Travis Touchette		E
NPS	Brian Sutton	Mike O'Leary	P/A
USFS-NATPM	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Colbey Richmond	E/P
USGS	Lisa Faust		A
FWS-Alaska	Tom Greil		A
USFS-FHP	Jeremiah Henry	Scott Sontag	A/A
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/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

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Soliel - Contractor	Elizabeth Scotland		P
Soliel - Contractor	Lamar Jenkins		E
IATS AGENDA <i>Items submitted prior to meeting prioritized Facilitators: Shaddle</i>			
Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending	
Shaddle 10:05	<p>Item 1: Past Notes Vote-Poll results Past notes shall be reviewed prior to meeting attendance. <i>Note language below: 6.2 Primary Member</i></p> <p>April notes approved and posted. May notes approved and posted.</p>	May Notes- Posted	
Soliel 10:10	Item 2: IAT Curriculum Analysis Update – See Item 2 Notes		
Kessler - OAS 10:10	<p>Item 3: IATS IAT Position Description, Final Edit & Approval Planning.</p> <p>Position description definitions have not seen a whole lot of comment towards 90% finalization. Each Agency and Bureau need more time and SMEs to finalize this part of the project. Position Description finalization is delaying work on curriculum analysis.</p> <p><u>Current Bureau/Agency progress:</u></p> <ul style="list-style-type: none"> • FS - Initial comments, has not shown SME's yet • BIA – Narrow down & started process • BLM – Initial comments, has not shown SME's yet • NPS – Started process, no big changes. No SME's available. Concerned of duties becoming too specific and binding • BSEE – Input needed SME's. Need a hard deadline for completion • USGS – N/A • FWS – N/A • BOEM – N/A • OSMRE – N/A <p>OAS will be briefing NAMS's EAS members for DOI status update in upcoming month. Forest Service has been briefed because this will affect policy</p> <p><u>Hardpoints –</u></p> <ul style="list-style-type: none"> • Recommend per position workshop/in person meeting • IATS member of each SME get to 90% comfort level. EI would be able to move forward. Clean and clear text as possible, continue as it effects each bureau and their training plans. Significant impacts once the PDs are finalized, including IAT Guide and Bureau/Agency Policy. Establish time for workshops per bureau and agency. Subcommittee recommended the following dates/times: <p>NPS – mid October early November BLM – support workshop – October/November BIA – mid October early November FS- mid October early November</p>		

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	<p>Agreed upon Date – IATS in person meeting <u>10/28 – 11/1, 2024</u> (Monday and Friday travel days). Location yet to be finalized but Boise proposed.</p> <ul style="list-style-type: none"> • Taking tactical pause • Everyone shows up with their 90% 	
Kessler - OAS 10:40	<p>Item 3: OAS Updates</p> <p>OAS is looking more seriously at Legacy IAT system to a newer LMS Totara platform. Funding needs to be secured and a lot of additional details need to be addressed. This new system has ease of use and familiar feel also it works with Irwin Group data sharing with IQCS, Aglearn, and DOI Talent</p> <p>Pending retirement – Ryan Stailey end of August Open trainer position – Interviewing Now ACE 2025 – Denver – Dates will be shared once Finalized ACE 2025 – Fairbanks in May - Dates will be shared once Finalized</p>	
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	
<p>Meeting Closeout <i>Facilitator: Shaddle</i> Next IATS meeting: Next meeting August 28, 2024</p>		

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

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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.