

January 22, 2025

IATS Conference Call Notes

(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 P resent, E xcused, A bsent |
|------------------------|------------------|-------------------------|--|
| PRIMARY | | | |
| USFS-RASM | Kevin Merrill | Sarah Culhane | P / A |
| BIA | Brandon Spencer | | P |
| BLM, CHAIR | Matt Shaddle | Michael O'Brien | P / A |
| OAS | Travis Touchette | | E |
| NPS | Brian Sutton | Todd Tollefsrud | P / A |
| USFS-NATPM | Tori Leshuk | | P |
| USFS-HOS | Nathan Alexander | Colbey Richmond | E / E |
| USGS | Dirk Hart | Lisa Faust | P / A |
| FWS-Alaska | Tom Greil | | A |
| USFS-FHP | Jeremiah Henry | Scott Sontag | A / A |
| BSEE | Andrew Wareham | Michael Jordan | P / P |
| BOEM | Rick Knowles | | P |
| BOR, VICE CHAIR | Dave Rosser | Meyer Jay | A / P |
| OSMRE | Lukus Monette | | A |
| ASSOCIATE | | | |
| OAS-UAS | Colin Milone | | P |
| USFS-UAS | Liz Younger | Justin Baxter | A / 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 | | A |

January 22, 2025

| | | | |
|---|---|--------------------------------------|--|
| Soliel - Contractor | Elizabeth Scotland | | |
| Soliel - Contractor | Lamar Jenkins | | |
| IATS AGENDA Items submitted prior to meeting prioritized Facilitators: Shaddle | | | |
| Presenter/Time | Agenda Item | #RFC/Decision Concurrence/Pending | |
| 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 October notes yet to be approved and posted. Final votes/comments due NLT COB 1/24/25. | | |
| Shaddle 10:10 | Item 2: 2025 SOP Update – Final Version Submitted for Approval. No comments/updates received. Voting link for final version will be included with DRAFT January 2025 Notes. | | |
| Kessler 10:20 | Item 3: OAS/IAT Updates <ul style="list-style-type: none">Soliel Position Description and Curriculum Analysis –<ul style="list-style-type: none">Final PDs have been completed by Soliel. EAS and Forest Service still need to approve.Woody will send out link to final Soleil produced PDs for IATS review.Woody and Soliel to meet next week to review PD/curriculum analysis final report. Will Report out to IATS at February Meeting.Legacy IAT – Tortora going slow. Target date for implementation has been pushed to May/June. OAS will get IATS a project timeline for February meeting and provide a demonstration of the new system.ACE Update (Denver and AK) – Denver has 160 students enrolled. Aviation Updates will be held on Tuesdays of the event.Alaska Update:<ul style="list-style-type: none">Trainings will be held in Anchorage and Fairbanks. Estimate 1 ½ weeks for at both locations.Still trying to secure a solicitor for A-306, IATS stressed the need for the course to be offered.Woody will share projected dates/schedule with IATS once finalized.A-TBD (Old A-209) update:<ul style="list-style-type: none">Feedback on draft content was sufficient.Training specialists will be testing the content at some point yet TBD. | Information | |
| Subgroup Report Outs/Taskings Facilitator: Shaddle | | | |
| Alexander | IAT Guide Crosswalks Review/Update - Pending | | |
| N/A | Soliel Contract Report Out – Place Holder – Covered in Item #3 | | |

Meeting Closeout Facilitator: Shaddle
Next IATS meeting: Next meeting February 26, 2025

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.