

February 26, 2025

IATS Conference Call February 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/E
BIA	Brandon Spencer		P
BLM, CHAIR	Matt Shaddle	Michael O'Brien	P/P
OAS	Travis Touchette		E
NPS	Brian Sutton	Todd Tollefsrud	P/E
USFS-NATPM	Tori Leshuk		P
USFS-HOS	Nathan Alexander	Colbey Richmond	P/P
USGS	Dirk Hart	Lisa Faust	P/A
FWS-Alaska	Tom Greil		A
USFS-FHP	Jeremiah Henry	Scott Sontag	P/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

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Soliel - Contractor	Elizabeth Scotland		A
Soliel - Contractor	Lamar Jenkins		A
OAS Training Sp	Mary Loan		P
OAS Training Sp	David Frey		P

IATS AGENDA

Items submitted prior to meeting prioritized Facilitators: Shaddle

Presenter/Time	<u>Agenda Item</u>	#RFC/Decision Concurrence/Pending
Shaddle 10:05	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> October '24 & January '25 notes approved and submitted for posting.	
Shaddle 10:10	Item 2: 2025 IATS SOPs – Approved and updated on the Teams Site	
Kessler 10:20	Item 3: OAS/IAT Updates <ul style="list-style-type: none"> <u>Soliel Position Description and Curriculum Analysis Update:</u> <ul style="list-style-type: none"> Woody has the final PD report and will share w/ the subcommittee for review/approval. Has not been shared w/ DOI EAS or FS leadership for approval. Curriculum analysis report complete and will be shared w/ the subcommittee for review/comments. Group needs to be prepared to discuss at next IATS meeting. <ul style="list-style-type: none"> Current recommendations based off analysis could have significant impacts. Example - A-306 Aviation Contract Administration, potentially added as a requirement to multiple positions. <u>IAT System Update and Project Implementation Timeline:</u> <ul style="list-style-type: none"> Legacy Tortora working on look and feel to move over to Tortora permission, roles, user groups different functionalities. OAS team are working in the test site. OAS will create an implementation guide and timeline for IATS. Currently anticipate full implementation closer to the end of FY25. <u>ACE Update (Denver and AK):</u> <ul style="list-style-type: none"> <u>Denver ACE</u> - as of 2/26/25: 210 students enrolled – 85 FS; 70 DOI; 52 State contractors. <ul style="list-style-type: none"> Breakout Rooms – BIA 113, USGS 11, PS 18, FS 85, BLM 12 – Request for virtual presentation if necessary. 7 classes waitlist been trying to move students. A-311, A-308, and A-304 added Per the Department level they are moving forward with ACE they will be monitoring the situation with Bureaus/Agencies and watching everything carefully. Go-No Go 	Information

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	date discussed but group agreed to push until latest date possible. <ul style="list-style-type: none">○ AK OAS Training event is going to happen. Dave Kreutzer Retired, but OAS will still be able to facilitate training. Still need A-306 instructor.	
Shaddle 11:00	Item 4: NIAC Report-Out/Update – Week of March 3 rd , 2025 - Virtual meeting with NIAC and presentation will be shared with IATS.	Information
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 #3	
Meeting Closeout <i>Facilitator: Shaddle</i> Next IATS meeting: Group agreed to cancel March 26, 2025 meeting due to ACE overlap. Next meeting April 23, 2025.		

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)

2025 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.