

May 28, 2025

## 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	Kevin Merrill	Sarah Culhane	<b>P</b>
BIA	Brandon Spencer		<b>P</b>
<b>BLM, CHAIR</b>	Matt Shaddle	Michael O'Brien	<b>P/P</b>
OAS	Travis Touchette		<b>P</b>
NPS	Todd Tollefsrud		<b>P</b>
USFS-NATPM	Tori Leshuk		<b>P</b>
USFS-HOS	Nathan Alexander	Colbey Richmond	<b>P/P</b>
USGS	Dirk Hart		<b>P</b>
FWS	Cindee Goes		<b>P</b>
USFS-FHP	Jeremiah Henry	Scott Sontag	
BSEE	Andrew Wareham		<b>P</b>
BOEM	Rick Knowles		
<b>BOR, VICE CHAIR</b>	Dave Rosser	Meyer Jay	<b>A/P</b>
OSMRE	Lukus Monette		<b>P</b>
ASSOCIATE			
OAS-UAS	Colin Milone	Jay Murgoitio	<b>P</b>
USFS-UAS	Liz Younger	Justin Baxter	<b>A</b>
OAS-OAS TB Chief	Woody Kessler		<b>P</b>
OAS-IAT Webmaster	Louise Bruck		<b>P</b>
OAS- Notes	Cheryl Giffen		<b>P</b>
GUESTS/SME			
NWCG-Coordinator	Dave Schultz		<b>E</b>

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<b>IATS AGENDA</b> <i>Items submitted prior to meeting prioritized Facilitators: Shaddle</i>		
<b>Presenter/Time</b>	<b><u>Agenda Item</u></b>	<b>#RFC/Decision</b> <b>Concurrence/Pending</b>
<b>Shaddle 10:05</b>	<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>February Notes – Final Vote. Approved</b>	
<b>Kessler 10:07</b>	<b>Item 2: OAS/IAT Updates</b> <ul style="list-style-type: none"><li>Soliel Position Description and Curriculum Analysis Update – February turned them over to IATS May 22<sup>nd</sup> due no feedback to date. Group agrees to review and provide feedback regarding the definitions by July 15th, 2025. Curriculum analysis report will be vet/finalized during an in-person fall IATS meeting. – Date yet to be determined.</li><li>IAT System Update and Project Implementation timeline- IAT transition Legacy to LMS – IBC as of now they have lost 50% of staff that is helping us with this. Timeline for implementation yet to be determined. Maintain legacy system which is functioning and does not have a mandatory sunset date. Significant shift in IAT duties w/ OAS Webmaster retirement on 5/30. Utilize Help Desk system to facilitate efficient processing of requests. OAS will send out communication highlighting.</li><li>Instructors list – Provided to IATS for review/information sharing. 350 Instructors.</li><li>Thank you to Louise Bruck for her help and commitment to Interagency Aviation Training throughout the years and best of luck in retirement!</li></ul>	<b>Information</b>
<b>Primary Members</b>	<b>Item 3: Brief Organizational Updates</b>	<b>Information</b>
<b>Subgroup Report Outs/Taskings Facilitator: Shaddle</b>		
<b>Alexander</b>	<b>IAT Guide Crosswalks Review/Update - Pending</b>	
<b>N/A</b>	<b>Soliel Contract Report Out – Place Holder – Covered in Item #2</b>	
<b>Meeting Closeout Facilitator: Shaddle</b> <b>Next IATS meeting: Next meeting June 25, 2025</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)

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**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.

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.