

# **Standard Operating Procedures**

For the

**Interagency Airtanker Base Subcommittee  
(IABS)**

February 2018

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## Overview

The Interagency Airtanker Base Subcommittee (IABS) was formed as a subcommittee below the National Interagency Aviation Committee (NIAC) which falls under the purview of the National Wildfire Coordinating Group (NWCG).

The NIAC provides national leadership in wildland fire aviation. The NIAC facilitates the development and implementation of interagency fire aviation standards, procedures, and programs to enhance safety, effectiveness, and efficiency in all areas of aviation operations.

The IABS has been established to provide national leadership in all areas of interagency airtanker base operations. The IABS develops and disseminates operational standards that promote safe, secure, effective, and efficient airtanker base operations. These standards include facility and equipment requirements, operational and administrative procedures, and personnel qualifications and training.

Primary objectives of the IABS include:

- Provide technical assistance regarding airtanker base operations.
- Promote cooperation and standardization in interagency airtanker base operations.
- Identify airtanker base issues, develop solutions, and recommend corrective actions to the NIAC.
- Develop and support standardized training for airtanker base operations and provide leadership in training course development, implementation, evaluation, and revision for all participating agencies.
- Serve as a central source of information, guidance, and support for national and geographic area airtanker base decisions and operations.
- Provide contracting technical assistance and support as requested.

The IABS receives official tasking from the NIAC. This Standard Operating Procedure (SOP) is to document routine or repetitive activities, membership roles and responsibilities and information for incoming members.

## Membership

### ***Chair and Co-Chair***

The Airtanker Base Specialist or agency delegate of the Forest Service and the BLM will serve as the Chair and Co-Chair and will alternate every three years between agencies.

### ***Primary Members***

3-FS

1-BLM

## 1-State agency

Primary members are in addition to the Chair and Co-Chair and will be approved by NIAC and will serve a three year term. The term may be extended by the Chair with approval by NIAC. The IABS has a comment form on the [NWCG website](#) to ensure that bases throughout the nation have a voice.

### ***Advisors***

Vacant WO-FS

SEAT Program Manager-BLM

### ***Subject Matter Experts***

Individuals from outside the committee, having needed expertise, will be asked to participate when appropriate.

## **Committee Member Authorizations and Responsibilities**

### ***Chair***

The Chair is authorized to:

- Make specific work assignments to team members or appoint task units from outside membership to work on specific projects.
- Represent the IABS in presenting recommendations to the NIAC, and as appropriate, in contact with outside individuals and groups.
- Recommend to the NIAC the need for further resources and authorities as they become evident.
- Recommend all other committee members to the NIAC.

The Chair is responsible to:

- Ensure meeting logistics are complete.
- Formally accept the NIAC tasking and coordinate activities with the rest of the Subcommittee.
- Approve meeting notes and ensure they are posted to the web.
- Convene meetings.
- Approve meeting and conference call agendas.

### ***Co-Chair***

In the absence of the Chair, the Co-Chair is:

- Extended the same authorities and responsibilities listed above.

### ***Primary Members***

Primary Members are responsible to:

- Attend meetings and participate on monthly conference calls.
- Participate and represent their agency or program area.
- Serve as a conduit for transferring information to and from the committee.
- Be responsive to the field.
- Represent the agencies best practices.
- Serve as direct link to respective director/agency/program.
- Mentor current and potential future committee members.

### ***NIAC Chair***

The NIAC Chair is responsible to:

- Provide the NIAC overview.
- Task IABS with projects, tasks and assignments.
- Serve as a conduit for the IABS for transferring information to and from the NIAC.
- Coordinate with other groups to reduce duplication, overlap, and possible conflict and to ensure interaction when needed with other NIAC Committees.

### ***Facilitator***

The Facilitator is one of the members of the IABS, identified by the Chair and responsible to:

- Facilitate meetings and conference calls.
- Coordinate with Chair.

### ***Executive Secretary (if appointed by the Chair)***

The Executive Secretary is responsible to:

- Take notes at meetings and conference calls.
- Prepare meeting agenda.
- Ensure notes are prepared and sent to the Chair for finalization.
- Post final notes to the webpage.
- Maintain the Website and Briefing Paper and Taskings Tracker.
- Provide Logistical Support.
- Complete tasks as assigned by the Chair.

## **Committee Meetings and Monthly Conference Calls**

### ***Meetings***

The IABS will, at a minimum, conduct meetings semi-annually (in the fall, and spring) at a location agreed upon by the majority of the committee. Costs of the meetings will normally be absorbed by the agencies that sponsor team members. The meetings will be scheduled six to eight months in advance to minimize scheduling conflicts. Once the meeting location

is determined, the Chair may task another committee member with coordinating meeting logistics then ensure they are complete.

### ***Conference Calls***

The IABS will normally conduct monthly conference calls, the first Friday of the month at 12 PM (MT) except during those months when a semi-annual meeting is planned. The Chair has the discretion to set up additional calls as needed.

### ***Quorum***

With the membership consisting of seven, four (4) committee members will constitute a quorum. The committee may meet for non-decision making purposes with fewer members at the discretion of the Chair. The use of alternates to make a quorum is not allowed.

### ***Decision***

The committee will make decisions by consensus. In the event of a tie, the Chair will be the tie-breaker.

## **Subcommittee Workload and Taskings**

### ***NIAC Taskings***

The NIAC is the only group that can task the IABS to complete work. Taskings will come from the NIAC through the NIAC Chair. Once a tasking is received the IABS will review and determine the appropriate approach to respond to the tasking. IABS can self-assign tasks as long as it falls within the purview of these SOPs. When the IABS begins work on a task, they will send a memo to NIAC informing them of the nature, predicted workload and if there are additional approvals needed by the NIAC.

### ***Units***

If a Unit is formed, the IABS will assign a Chair, select a liaison from the IABS to work with and mentor the Unit Chair, provide the Chair with IABS expectations and due dates and approve or deny any requested additional members for the Unit. The Chair will request membership from a list of RAO/SAM/State pre-approved names and develop Standard Operating Procedures.

Taskings and projects will be evaluated by the IABS and may be delegated as appropriate. Any products produced by the Units will be approved by the IABS prior to submittal.

### ***Interagency Airtanker Base Operations Guide (IABOG)***

The IABS is responsible for maintaining the IABOG. The IABOG will be reviewed annually and updated as needed.

*Reissuance Process (see Appendix A for timeline)*

- An IABOG Unit (IABOGU) will be established having an IABS Liaison, Unit Chair and primary members.
- IABS issues memorandum to begin comment period. Initial comments are received from the field and reviewed by the IABOGU.
- Draft is sent to the field for additional review and comment.
- Field comments are reviewed and addressed by the IABOGU.
- Final draft is sent to the IABS.
- IABS sends final draft to the NIAC for review, approvals, and signatures.
- IABS works with NWCG to finalize the document for publication.

***Interagency Airtanker Base Directory Updates***

The IABS is responsible for maintaining the Interagency Airtanker Base Directory. The Directory is reissued every year.

- An Interagency Airtanker Base Directory Unit (IABDU) will be established having an IABS Liaison, Unit Chair and primary members.
- IABS issues memorandum to begin comment period. Initial comments are received from the field and reviewed by the IABDU.
- Final draft is sent to the field for final evaluation.
- IABS works with the NWCG to finalize the document for publication.
- IABS sends final draft to the NIAC for review, approvals, and signatures.
- IABS works with NWCG to finalize the document for publication.

***National Airtanker Base Managers Workshop***

The IABS is responsible for coordinating the National Airtanker Base Manager Workshop every other year.

**Website Management**

The Chair, or if appointed, the Executive Secretary, will be assigned to review and provide updates to the [IABS webpage](#) to ensure current and valid information is posted.

**Training**

The Interagency Airtanker Base Training and Qualifications Unit (IABTQU) establishes and disseminates training and qualification standards and requirements in support of airtanker base operations standards developed by the IABS. Primary objectives include:

- An IABTQU will be established having an IABS Liaison, Unit Chair and primary members.
- IABS issues tasks to the IABTQU.
- IABS will send training materials and curriculum out for field review.
- IABTQU will evaluate field comments for inclusion.

- Final draft is sent to the field for final evaluation.
- IABS works with the NWCG to finalize the curriculum for publication.

### **Forms Management**

Forms will be reviewed and updated as needed.

### **SOP Review and amendments**

This Standard Operating Procedure should be reviewed annually to ensure currency.

### **Approval**

This SOP is effective as of the date of signature by the IABS Chair and Co-Chair.

/s/ Leslie Casavan

2/12/2017

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**IABS Chair, Leslie Casavan FS**

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**Date**

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**IABS Co-Chair, Kristina Curtis BLM, National SEAT Coordinator**

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**Date**