

CY26 Cohort Meeting Calendar and Agendas

- February** **Topic: Purchasing, Statewide vehicle contract and solicitations**
- *Vehicle Purchasing Contract*
 - *Availability/Build-out dates*
 - *Availability of a Finance Package*
 - *Paperwork Required to be attached to your FA Docs in Oasis*
- April** **Topic: How to use the Holman LOV Report to identify issues**
- *Where Find the LOV Report In Holman*
 - *Navigating the LOV report*
 - *Using the LOV report to right-size your fleet*
- June** **Topic: BRIM How to facilitate an accident**
(Presented by a BRIM Representative)
- *Accident Procedures*
 - *How to Complete the Forms*
 - *BRIM Contacts/Vehicle Packets*
 - *Feedback from AFC's on the form submission*
- August** **Topic: AFC Responsibilities**
- *Code*
 - *Rule*
 - *Driver Training*
 - *Odometers*
 - *Vehicle logs*
 - *Commuting milage*
 - *Underutilization*
 - *Non-Compensatory Drivers*
 - *Holman fields*
 - *Overnight parking*
 - *Drivers Name*
 - *Purpose*
 - *Inspection Date*
 - *Fueling*
 - *Fueling Card ordering, replacement*

- *Pin numbers*
 - *Managing, adding and removing*
 - *Fan out*
- *Maintenance Approvals*
 - *Process*
 - *Approval*
 - *Parameters*
 - *Dollar threshold*
 - *Tires*
- *Invoicing and prompt payment*
- *AFC Checklist*

October

Topic: Surplus Property, receiving and retiring a state vehicle

- *Surplus procedures for new vehicle pick-up*
- *Procedures for Vehicle Retiring Process*
- *Paperwork Required to be attached to your FA/FD Docs in Oasis*

December

Topic: Open AFC Chat

- *Annual Report*
- *What to expect in the upcoming year*
- *Suggestions on what topics the AFC's would like to see in the CY27 Cohort bi-monthly sessions*