

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 mileage*
- *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*