**S.5 – Fleet Maintenance Management Task Force Meetings**

**3/4/2024**

**Study Group Chair:** Matt Farcosky, *FleetPro, Inc.*

**Study Group Secretary:** Bailey Stephenson, *Alcoa Wheels*

**Parts Room Design Standardization (1:30 – 2:30 PM)**

**Task Force Chair:** Wayne Skinner, *Ozark Motor Lines, Inc.*

**Task Force Secretary:** Tom Kilchenstein, *FleetPro, Inc.*

*Task Force Chair Wayne Skinner opened the meeting.*

Opening remarks were made by Study Group Chair Matt Farcosky and Task Force Chair Wayne Skinner.

Chair Skinner discusses the purpose of the RP which is to create a standardized template of parts room creation and upkeep wince there was not an existing document available for fleet professionals.

There have been 4 virtual discussions since our most recent in-person meeting in Cleveland, all to review content and gain consensus for both the existing content as well as the remaining categories. These calls have been documented on TMC Connect.

The goal for the spring meeting is to submit the document for balloting and to make a motion at the business session to re-open RP 531 to address the categories removed from this RP due to them being out of scope, which include:

* Disposing of Obsolete Parts
* Warranty Parts Handling
* Core Parts Handing for Issues not in RP 1615
* Inventory Goal Setting

A motion to move this RP to voting at the business session was made by Tom Chisholm with U.S. Xpress Enterprises seconded by Jeff Baker with Virginia Transport. The vote passed unanimously.

Chair Skinner opened the floor for comments.

Jake Hightower with Land O’Frost needs additional assistance with setting up his parts room. Chair Skinner recommended that he review the RP draft now, as well as RP 530 and RP531 for inventory set-up.

*Task Force Chair Wayne Skinner adjourned the meeting.*