

**Tempe Fire Department Policies and Procedures**  
**Research and Development Team**  
**102.04**  
**Rev 5-11-07**

This policy is to outline the purpose of the Research and Development Team, as well as, to define information flow and procedures.

**PURPOSE**

To provide a formal means of equipment identification and evaluation that will maximize the department's commitment to provide quality, cost effective, services to our customers and maximize safety for our members.

This will be accomplished by a labor/management committee through an open, continual communication process with team members and all department personnel.

INFORMATION FLOW

1. An idea/product is submitted to/from a team member. Vendors may be called in to demonstrate or supply equipment for testing/evaluation.
2. Initial team research/discussion is generated.
3. Results are submitted to the Fire Chief for approval to proceed. (Notification to originator of status.)
4. If approval is given, further team research and development commences.
5. Team Documentation.
6. Documentation and recommendation is submitted to management.
7. Management decision. (Notification to the originator and department of decision.)

TEAM STRUCTURE

The Research and Development Team is co-chaired by the Support Services Battalion Chief and the Support Services liaison from Local 493.

- The Emergency Services Section shall be represented by six voluntary representatives whom are chosen by the co-chairs to serve a two year term.
- The Support Services Section shall be represented by the Support Services Battalion Chief, the Fire Services Inventory Technician and the Support Services Technician.
- The Medical Services Section shall be represented by the Medical Services Battalion Chief, the EMS Captain and/or the EMS Coordinator.
- The Training Section is represented by the Training Captain.

MEETINGS

Meetings are quarterly.