



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-163

September 17, 2025

TO: All Personnel

FROM: Keith Bevan, Research and Development Committee Chair

SUBJECT: R&D Submission Process and QR Code Use

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The purpose of this memorandum is to guide the process for submitting items to the Unified Fire Authority (UFA) Research & Development (R&D) Committee. This ensures that all members have a clear and consistent method for presenting ideas, equipment, or process improvements for review and consideration.

### Submission Process

1. Identify the Item or Concept:
  - Any member may submit an item related to equipment, training, technology, operations, or safety improvements for review by the R&D Committee.
2. Access the Submission Form:
  - A QR Code has been provided to simplify the process. Scanning the QR code will link directly to the official R&D Submission Request Form.
3. Complete the Form:
  - Provide all required information, including:
    - Description of the item/concept
    - Identified problem or opportunity
    - Potential benefits (safety, efficiency, cost savings, etc.)
    - Any known history, prior trials, or relevant data
4. Submit for Review:
  - Upon submission, the R&D Committee will evaluate the request using established criteria, including need, history, safety, cost, and feasibility.

### Committee Review & Outcomes

- Submissions will be logged and tracked.
- Items will be reviewed at scheduled R&D Committee meetings.
- Outcomes may include further research, pilot testing, recommendations for adoption, or closure with explanation.
- Submitters will be notified of status and decisions.

### Conclusion

The QR submission process streamlines access to the R&D Committee and encourages participation from all members. By submitting through the QR-linked form, UFA ensures that all innovations, safety concerns, and operational improvements are reviewed systematically. For questions or additional information, please get in touch with the R&D Committee directly.