



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Apparatus Specification and Design		
<b>Policy Number:</b>	161	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	September 2010
<b>CFAI Reference:</b>	6C.4	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – September 2010 Formatted – May 2012		

### PURPOSE

The policy provides a process for the formal review of apparatus design and specification.

### POLICY

All apparatus, except for standard staff vehicles, shall be designed through a committee process. Committee shall be developed with three to five stakeholders attending. Committee membership shall include the following:

1. Fire Chief or their designee
2. Representative from maintenance
3. Representative(s) from Field Operations or a primary user

The size of the committee shall be determined by the Fire Chief. Meetings shall occur at intervals deemed necessary by the committee. The project manager (typically the Fire Chief or designee) shall record all feedback and be responsible for implementing valid recommendations into the bid specification.