

**DISTRICT FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **DISTRICT FIRE CHIEF** to be administered in **GONZALES** on **MAY 16, 2019**, will consist of 108 multiple-choice questions.

The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	% OF EXAM
<p>FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management involving management theory and organizational behavior; researching, planning, organizing, inspecting, and evaluating departmental operations; personnel management; financial management; and managing equipment, property, and supplies.</p>	25.0%
<p>RECORDS & REPORTS Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.</p>	6.5%
<p>PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	7.4%
<p>SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; to maintain discipline; and to train.</p>	21.3%
<p>FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene operations, train employees, and to supervise subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; hazardous materials; and maintaining fireground communications.</p>	28.7%
<p>FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and investigation procedures sufficient to train subordinates and perform the duties related to pre-fire planning, fire inspections, and fire investigations, including fire cause determination, and evidence collection.</p>	11.1%

REFERENCE MATERIAL

While the entire list of reference materials will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from these references listed below.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 777 North Capitol St., Suite 500, Washington, D. C. 20002, 5rd ed., 2013.

ESSENTIALS OF FIREFIGHTING, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 6th ed., 2013.

FIRE PROTECTION HANDBOOK, NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 20th ed., 2008.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 4th ed., 2008.

FIRE COMMAND, Brunacini, Alan V., NFPA, 1 Batterymarch Park, P. O. Box 9101, Quincy, Massachusetts 02269-9101, 2nd ed., 2002.

KIRK'S FIRE INVESTIGATION, DeHann, John D., Fire Sciences Division, Brady, A Prentice-Hall Division, Upper Saddle River, New Jersey, 07458, 7th ed., 2012.

NOTE: Available through LSU Fireman Training Program, or IFSTA Fire Protection Publications as well as online book stores.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Avenue, N. W., Washington, D. C. 20036, 1st ed., 2002. **Note: Available through LSU Fireman Training Program or IFSTA Fire Protection Publications.**

CHIEF OFFICER, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 3rd ed., 2014.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, this study guide has been provided as a service to assist applicants in preparing for an examination. The State Examiner's Office has no control over the local availability of reference material nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination may vary with each administration of an examination to reflect any updated job analysis information.