

**FIRE TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **HOUMA** on **JULY 17, 2013**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.</p>	25.0%
<p>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, nozzle and hose handling, rescue, forcible entry, fire streams, ventilation, fire attack, and hazardous materials.</p>	21.0%
<p>PUMP OPERATIONS</p> <p>Knowledge of pump operations sufficient to train departmental employees in pump operations; and driving equipment in order to efficiently perform their duties in these areas.</p>	5.0%
<p>TOOLS AND EQUIPMENT</p> <p>Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, ladders, and fire extinguishers.</p>	11.0%
<p>FIRE PREVENTION AND INVESTIGATION</p> <p>Knowledge of fire prevention and investigation procedures sufficient to train departmental employees in performing investigations, and collecting information for pre-fire planning.</p>	6.0%
<p>SAFETY</p> <p>Knowledge of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in safety.</p>	13.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of effective fire service management, involving planning, organizing, and directing the operation of the training division; personnel management; budget preparation; making recommendations on departmental purchases; and performing public relations duties.	14.0%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the organization of data into an effective written format for reports or any type of official department position paper for publication.	5.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Fire and Emergency Services Instructor, 7th ed., 2006.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.
- Fireground Support Operations, 1st ed., 2002.
- Fire Hose Practices, 8th ed., 2004.
- Fire Inspection and Code Enforcement, 6th ed., 1998.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

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, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), 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. Percentages and numerical estimations are provided as approximations.

