

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **ST. TAMMANY FPD NO. 11** on **FEBRUARY 20, 2018**, will consist of **120** multiple-choice questions.

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

SUBJECT AREA/KNOWLEDGE	% OF EXAM
<p>FIRE ADMINISTRATION Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal department controls; financial management; and management of property and equipment.</p>	31.7%
<p>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.</p>	8.3%
<p>INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records. Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	11.7%
<p>PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public.</p>	8.3%
<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, and to maintain discipline.</p>	15.8%
<p>FIRE GROUND COMMAND/EMERGENCY MANAGEMENT Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system including training employees; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications; and knowledge of fire prevention procedures to direct a program of fire inspections and pre-fire planning.</p>	24.2%

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.

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.

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.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, A Simon and Schuster Company, Upper Saddle River, N.J.07458, 8th ed., 2000.

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

FIRE AND EMERGENCY SERVICES COMPANY OFFICER, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 5TH ed. , 2014.

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 INSPECTION AND CODE ENFORCEMENT, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 7th ed., 2009.

FIREGROUND SUPPORT OPERATIONS, IFSTA, Fire Protection Publications, Oklahoma State University, Stillwater, Oklahoma, 1ST ed., 2002.

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.