

**FIRE CHIEF  
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **ST. TAMMANY #12** on **AUGUST 6, 2018**, will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  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; and managing equipment and property.	22.7%
<b>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS</b>  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.	7.3%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.	7.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>INFORMATION MANAGEMENT/WRITTEN COMMUNICATIONS</b></p> <p>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>	7.3%
<p><b>PUBLIC RELATIONS</b></p> <p>Knowledge of accepted practices in public speaking; effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and of the procedures used in developing an effective public education program to address specific community needs.</p>	7.3%
<p><b>SUPERVISION</b></p> <p>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>	20.0%
<p><b>FIREGROUND COMMAND/EMERGENCY MANAGEMENT</b></p> <p>Knowledge of the procedures of the Incident Command System necessary to manage operations at the scene of a fire or other emergency and to train subordinate employees in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff.</p>	20.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p data-bbox="224 390 756 422"><b>FIRE PREVENTION AND INVESTIGATION</b></p> <p data-bbox="224 474 1149 632">Knowledge of fire prevention procedures, of life safety codes, and of arson investigation procedures in order to direct a program of fire inspections, pre-fire planning, and fire scene investigations.</p>	<p data-bbox="1276 390 1344 422">8.2%</p>

### 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

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.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

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

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA,

Quincy Mass., 4th ed., 2008.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

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 Company Officer, 4th ed., 2007.

Fire Inspection and Code Enforcement, 6th ed., 1998.

Fire and Emergency Services Instructor, 7th ed., 2006.

Fireground Support Operations, 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 material has been 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.