ASSISTANT FIRE CHIEF
STUDY GUIDE

A written examination for the class of **ASSISTANT FIRE CHIEF** to be administered in **DONALDSONVILLE** on **JULY 22, 2015**, will consist of approximately **110** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire administration, involving management theory; planning, organizing, and directing departmental operations; personnel management; financial management; and managing equipment and property.	**21.8%**
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, and format; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	**9.1%**
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.	**21.8%**
TRAINING 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.	**6.4%**

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to manage emergency scene operations, and to supervise and/or train 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, use of sprinkler and standpipe systems, use of water supplies, salvage, and overhaul; emergency medical services; and handling hazardous materials.	**28.2%**
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention procedures sufficient to supervise subordinates or perform the duties related to pre-fire planning; and knowledge of fire investigation procedures sufficient to determine the cause, origin, and circumstances of a fire; and to recognize, secure, collect, and label evidence of arson.	**12.7%**

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.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Introduction to Fire Origin and Cause, 3rd ed., 2005.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

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

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

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

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.

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

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.