

**FIRE PREVENTION CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION CHIEF** to be administered in **JEFFERSON F.P.D.** on **DECEMBER 2, 2014**, 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 INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	9.1%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	10.9%
FIRE HAZARDS/HAZARDOUS MATERIALS Knowledge of the factors which constitute ordinary or special fire hazards, including any material, condition, or act which may contribute to the start of a fire, or increase the extent or severity of a fire; and knowledge of hazardous materials, including types, characteristics, and general properties of fire hazards; regulations relative to sale, storage, transportation, handling, and use; and regulatory labeling and placarding systems.	8.2%
FIRE INVESTIGATION Knowledge of the procedures for conducting a fire investigation including char and burn patterns; heat source; factors affecting fire spread; determination of the point of origin and probable cause of a fire; reconstruction of the fire scene; interview procedures; and fire scene photography, including location of evidence and configuration of burn.	4.5%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	4.5%
BUILDING CONSTRUCTION/PLAN REVIEW Knowledge of building construction and of the procedures for review of building plans in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	7.3%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</p> <p>Knowledge of effective records-keeping practices, including preparation, content, and format; and of the information gathering process and procedures for completing required reports or producing required correspondence, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.</p>	11.8%
<p>PUBLIC FIRE EDUCATION</p> <p>Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.</p>	6.4%
<p>PUBLIC RELATIONS</p> <p>Knowledge of accepted public relations practices in order to interact with other agencies, the media, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.</p>	10.0%
<p>ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service administration, including management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management, including applicable provisions of civil service law.</p>	9.1%
<p>SUPERVISION & TRAINING</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, to maintain discipline, and to train.</p>	13.6%
<p>MANAGING EQUIPMENT AND SUPPLIES</p> <p>Knowledge of the management and maintenance of equipment and supplies, including inventory control and purchasing.</p>	4.5%

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):

Fire Inspection and Code Enforcement, 6th ed., 1998.
Chief Officer, 2nd ed., 2004.
Fire and Life Safety Educator, 2nd ed., 1997.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

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

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

OTHER RECOMMENDED 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.

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

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

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.