

**FIRE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **FIRE LIEUTENANT** to be administered in **PLAQUEMINES PARISH** on **AUGUST 20, 2015**, 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>FIREGROUND OPERATIONS</p> <p>Knowledge of fireground operations procedures sufficient to supervise 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, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing safety procedures; hazardous materials; and maintaining fireground operations.</p>	27.0%
<p>PUMP OPERATIONS</p> <p>Knowledge of pump operation procedures in order to efficiently operate pumper at the scene of an emergency.</p>	8.0%
<p>FIRE PREVENTION AND INVESTIGATION</p> <p>Knowledge of fire prevention procedures and of life safety codes sufficient to enforce codes, to perform or direct fire inspections, and to collect information for pre-fire planning; and knowledge of fire investigation procedures sufficient to determine the cause, origin, and circumstances of a fire; and to secure and protect evidence of arson.</p>	13.0%
<p>SUPERVISION</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>	17.0%
<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>	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>RECORDS/REPORTS</p> <p>Knowledge of effective records-management practices, including preparation, content, format, and control, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.</p>	<p>5.0%</p>
<p>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the management, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.</p>	<p>5.0%</p>
<p>MANAGEMENT</p> <p>Knowledge of the principles of effective fire service management involving planning, organizing, and directing departmental operations.</p>	<p>12.0%</p>
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, and the public.</p>	<p>5.0%</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.

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

- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.
- Fire and Emergency Services Company Officer, 4th ed., 2007.
- Fire Hose Practices, 8th ed., 2004.
- Fire and Emergency Services Instructor, 7th ed., 2006.

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.

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.