

**FIRE CHIEF  
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **VILLE PLATTE** on **OCTOBER 29, 2015**, will consist of approximately **120** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<p><b>FIRE ADMINISTRATION</b></p> <p>Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, and risk management, personnel management, including creating work cycles, and deploying available manpower; financial management; and managing equipment, property, and supplies.</p>	30.0%
<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 forms of department information.</p>	10.0%
<p><b>PUBLIC RELATIONS</b></p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public, including lectures, talks, and demonstrations.</p>	10.0%
<p><b>SUPERVISION</b></p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, and direct the work of subordinates, to give feedback on work performances, to resolve conflicts, and to maintain discipline.</p>	20.0%
<p><b>TRAINING</b></p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program.</p>	10.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p><b>FIREGROUND COMMAND/EMERGENCY MANAGEMENT</b></p> <p>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; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; and to establish and implement fireground communications.</p>	13.3%
<p><b>PRE-FIRE PLANNING AND INVESTIGATION</b></p> <p>Knowledge of pre-fire planning and arson investigation procedures in order to direct a program of pre-fire planning, and fire scene investigations, including requisite training in fire investigations, and the overall development and evaluation of the program.</p>	6.7%

### 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.**

**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:

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

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

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

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

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

Hazardous Materials: Managing the Incident, 3rd ed., 2005.

**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.