

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **WASHINGTON F.P.D. NO. 7** on **APRIL 24, 2007**, will consist of approximately 148 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, establishing a system for internal department controls, and personnel management, including recruitment and selection, and performance evaluations.</p>	18.9%
<p>FINANCIAL MANAGEMENT</p> <p>Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, overseeing the expenditure of budgeted funds, and purchasing.</p>	6.1%
<p>INFORMATION MANAGEMENT</p> <p>Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records.</p>	6.1%
<p>WRITTEN COMMUNICATIONS</p> <p>Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	9.5%
<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, other agencies, and the public.</p>	12.2%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<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>	28.4%
<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>	6.1%
<p>FIREGROUND COMMAND/EMERGENCY MANAGEMENT</p> <p>Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications.</p>	12.8%

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.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

Quincy Mass., 3rd ed., 1999.

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.

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

Fire Department Company Officer, 3rd ed., 1998.

Fire and Emergency Services Instructor, 6th ed., 1999.

Essentials of Firefighting, 4th ed., 1998.

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.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

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

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

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.