

**FIRE FIGHTERS' AND POLICE OFFICERS'
CIVIL SERVICE COMMISSION**

CITY OF HOUSTON

SOURCE MATERIAL LIST FOR

2020 PROMOTIONAL EXAMINATION

INSPECTOR

HOUSTON FIRE DEPARTMENT

The 2020 promotional examination for **INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

PLANS EXAMINER FOR FIRE AND EMERGENCY SERVICES, 2ND Edition, Copyright 2016.

ISBN: 978-0-87939-608-4, By: Edward J. Prendergast. Published by Fire Protection Publication; 930 North Willis, Stillwater, OK 74078 (800-654-4055). Cost: \$61.50, Free Ground Shipping except for expedited orders, please call customer service. The book may be purchased online from www.ifsta.org.

FIRE INSPECTION AND CODE ENFORCEMENT, 8th Edition, Copyright 2016. ISBN:978-0-87939-605-3,

By: Lynne Murnane, Tony Peters, Veronica Smith, Tara Roberson-Moore. Published by Fire Protection Publication; 930 North Willis, Stillwater, OK 74078 (800-654-4055). Cost: \$89.00, Free Ground Shipping except for expedited orders, please call customer service. The book may be purchased online from www.ifsta.org.

INTERNATIONAL FIRE CODE, 2012 Edition, Copyright 2011; ISBN: 978-160983-046-5(soft-cover) or 978-160983-046-8 (loose-leaf), By: International Code Council. 11711 W 85th Street, Lenexa, KS 66214 (800-786-4452). Cost for Loose Leaf: \$136.00 + \$17.00 Shipping; Cost for Soft Cover \$119.00 + \$17.00 Shipping. The book may be purchased online from www.iccsafe.org.

CITY OF HOUSTON AMENDMENTS TO 2012 INTERNATIONAL FIRE CODE

THE FOLLOWING HOUSTON FIRE DEPARTMENT GUIDELINES are included in the study material:

VOLUME I – ADMINISTRATION

I – 01	RULES AND REGULATIONS	DATED 01-30-19
I – 02	JOINT LABOR & MANAGEMENT SAFETY COMMITTEE	DATED 03-28-16
I – 03	COMMUNITY INTERACTON	DATED 10-04-18
I – 04	COMPLAINTS	DATED 10-22-18
I – 05	TRANSFERS	DATED 05-08-18
I – 06	CONTROLLED SUBSTANCE & ALCOHOL ABUSE	DATED 12-04-18
I – 13	OUTSIDE EMPLOYMENT	DATED 09-18-18
I – 14	CITY ASSIGNED VEHICLES	DATED 08-01-05
I – 16	MOTOR VEHICLE CRASHES	DATED 01-20-19
I – 19	GRIEVANCES (CLASSIFIED MEMBERS)	DATED 10-22-18
I – 22A	SCHEDULED LEAVES AND ABSENCES	DATED 12-10-18
I – 22B	UNSCHEDULED LEAVES AND ABSENCES	DATED 12-10-18
I – 23	FIRE STATION MANAGEMENT	DATED 11-08-18
I – 24	UNIFORM REGULATIONS & PERSONAL APPEARANCE	DATED 01-02-14
I – 28	OVERTIME	DATED 01-22-19

The 2020 promotional examination for **INSPECTOR, HOUSTON FIRE DEPARTMENT**, will be written from the following sources: (continued):

I – 30	COACHING COUNSELING AND MOTIVATION	DATED 08-27-15
I – 33	INTERNET/INTRANET GUIDELINES	DATED 10-04-18
I – 35	CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION	DATED 11-01-18
I – 36	HFD HOME STORAGE VEHICLE GUIDELINE	DATED 08-01-05
I – 39	FILING OVERTIME SUBMISSION	DATED 08-11-15

LSB – LIFE SAFETY BUREAU STANDARDS

LSB - 01	INSTALLATION AND MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS	DATED 05-01-12
LSB – 02	INSPECTION AND TESTING OF FIRE PROTECTION AND LIFE SAFETY EQUIPMENT	DATES 05-13-11
LSB – 03	FIRE DEPARTMENT ACCESS	DATED 05-01-12
LSB – 04	ACCESS CONTROL GATES	DATED 05-01-12
LSB – 05	KEY BOXES	DATED 05-01-12
LSB – 06	FIRE DEPOSITORY BOXES	DATED 05-01-12
LSB – 07	HIGH-RISE FIRE SAFETY PLANS	DATED 05-01-12
LSB – 08	FIRE DRILLS	DATED 12-31-10
LSB – 09	MARKING OF FIRE HYDRANT LOCATIONS	DATED 12-31-10
LSB - 10	LP-GAS AND OPEN FLAME USE	DATED 05-01-12
LSB - 11	ROOFING OPERATIONS	DATED 05-01-12
LSB – 12	FIREWORKS DISPLAY	DATED 05-01-12
LSB – 13	OUTSIDE PROTECTED ABOVEGROUND TANKS FOR GENERATORS AND FIRE PUMPS	DATED 05-01-12
LSB – 14	UNATTENDED SERVICE STATIONS	DATED 05-01-12
LSB – 15	MOBILE REFUELING / WET HOSING	DATED 05-01-12
LBT – 16	OPEN BURNING AND RECREATIONAL FIRES	DATED 05-01-12
LSB – 17	TIRE CHIPPING AND SHREDDING OPERATIONS	DATED 05-01-12
LSB – 18	HIGH-RISE FIRE SAFETY PLAN APPROVAL	DATED 12-31-10
LSB – 22	TENTS AND OTHER MEMBRANE STRUCTURES	DATED 05-01-12
LSB - 25	SAFETY INSPECTIONS FOR VEHICLES ON INDOOR DISPLAY	DATED 05-01-12
EO 1-18	POLICY ON USE OF SOCIAL MEDIA	DATED 01-04-11
EO 1-50	WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12

Applicants may access, download, and/or print the **HOUSTON FIRE DEPARTMENT GUIDELINES, IFC AMENDMENTS, EXECUTIVE ORDERS, AND LIFE SAFETY BUREAU STANDARDS FOR THE 2020 INSPECTOR EXAMINATION** from the following link:

https://www.dropbox.com/sh/gpetwiewqfcvumk/AAD_3h_TNEO1anhLuksGag1xa?dl=0

Applicants shall refrain from utilizing any City of Houston printer to print Source Material Guidelines, LSB'S and Executive Orders or other study material.

The 2020 promotional examination for **INSPECTOR, HOUSTON FIRE DEPARTMENT**, source material list:
(continued):

PLEASE NOTE: Employees who will be eligible and who are interested in taking the examination should obtain the above books promptly in case a supply shortage should occur later in the year. Only the publishers' prices for the above books are listed. Prices may vary if books are obtained from any other sources. Questions for this promotional examination will be taken solely from the materials listed in this announcement.

PLEASE NOTE: A study aide will be emailed to applicants. Information contained in tables, graphs, pictures, highlights, etc. within the chapters/ section/ portion of the sources listed for study in this announcement may be included in the examination.

ORIENTATION:

Classified Testing will conduct a Test Process orientation on **December 3rd at 9:00 and 1:00 pm** at the Val Jahnke Training Facility, in the gym, located at 8030 Braniff St., Houston, 77061. If unable to attend one of scheduled sessions, please contact Classified Testing at HFDCST@houstontx.gov.

DATE AND TIME OF EXAMINATION:

The examination will be given at **9:00 a.m. on Wednesday, February 12, 2020** at the Val Jahnke Training Facility, in the gym, located at 8030 Braniff St., Houston, 77061.

DATE OF ANNOUNCEMENT:

November 13, 2019