

# FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION

## CITY OF HOUSTON SOURCE MATERIAL LIST FOR PROMOTIONAL EXAMINATION OF

### District Chief 2016 Houston Fire Department

The 2016 promotional examination for **DISTRICT CHIEF, HOUSTON FIRE DEPARTMENT**, will be written from the following sources:

**THE FIRE CHIEF'S HANDBOOK, 7<sup>TH</sup> EDITION, Copyright 2015** Edited by: Richard A. Marinucci, ISBN: 978-1593702625, Published by PennWell Corporation, 1421 South Sheridan Road, Tulsa, OK 74112 (800-752-9764) Cost: \$99.00 FedEx shipping is approximately \$10 for ground with rush delivery options available. The book is available on-line at [www.pennwellbooks.com](http://www.pennwellbooks.com).

**LEGAL CONSIDERATIONS FOR FIRE & EMERGENCY SERVICES, 3<sup>RD</sup> EDITION, Copyright 2014** By: J. Curtis Varone. ISBN: 978-1593703479, Published by: PennWell Corporation, 1421 South Sheridan Road, Tulsa, OK 74112 (800-752-9764) Cost: \$89.00 FedEx shipping is approx. \$10 for ground with rush delivery options available. The book is available on-line at [www.pennwellbooks.com](http://www.pennwellbooks.com).

**COMMAND AND CONTROL: ICS, STRATEGY DEVELOPMENT AND TACTICAL SELECTIONS, BOOK 1, 2<sup>ND</sup> EDITION Copyright 2012** By: Burton Phelps & Robert Murgallis, ISBN: 978-0879394554, Published by Fire Protection Publications, 930 N. Willis, Stillwater, OK 74078 (1-800-654-4055). Cost: \$68.00 free ground shipping with rush delivery options available. The book is available on-line at <https://shop.ifsta.org>.

**COMMAND AND CONTROL 2: ICS, STRATEGY DEVELOPMENT AND TACTICAL SELECTIONS, 2<sup>ND</sup> EDITION Copyright 2015** By: Robert Murgallis, ISBN: 978-0879394639, Published by Fire Protection Publications, 930 N. Willis, Stillwater, OK 74078 (1-800-654-4055). Cost: \$77.00 free ground shipping with rush delivery options available. The book is available on-line at <https://shop.ifsta.org>.

THE FOLLOWING **HOUSTON FIRE DEPARTMENT GUIDELINES** WILL ALSO BE INCLUDED IN THE STUDY MATERIAL. COPIES OF THESE WILL BE AVAILABLE IN QUARTERMASTER AT LOGISTICS AT A LATER DATE.

ONLY MEMBERS ELIGIBLE TO STUDY FOR THE EXAM WILL BE ABLE TO PICK UP THE STUDY PACKAGE.

#### **VOLUME I - ADMINISTRATION**

I – 01	RULES AND REGULATIONS	DATED 08-01-12
I – 01	10.00 UNIFORM REGULATIONS AND PERSONAL APPEARANCE	DATED 04-01-12
I – 04	COMPLAINTS	DATED 08-01-12
I – 06	CONTROLLED SUBSTANCE AND ALCOHOL ABUSE	DATED 09-11-15
I – 09	MUTUAL AID	DATED 04-23-15
I – 10	MOBILE AND PORTABLE RADIO OPERATIONS	DATED 06-30-15
I – 16	MOTOR VEHICLES ACCIDENTS	DATED 08-01-05
I – 22	LEAVES AND ABSENCES	DATED 08-20-15
I – 23	FIRE STATION MANAGEMENT	DATED 03-01-13
I – 30	COACHING COUNSELING AND MOTIVATING MEMBERS OF THE HOUSTON FIRE DEPARTMENT	DATED 08-01-05
I – 44	ALTERNATIVE DISPUTE RESOLUTION	DATED 05-12-14

**VOLUME II – EMERGENCY OPERATIONS**

II – 01 STAFFING	DATED 03-01-13
II – 05 HIGHRISE FIREFIGHTING	DATED 09-01-08
II – 06 INCIDENT MANAGEMENT	DATED 04-23-15
II – 09 TRENCH RESCUE INCIDENTS	DATED 04-23-12
II – 10 TUNNEL RESCUE INCIDENTS	DATED 08-01-05
II – 11 WATER RESCUE INCIDENTS	DATED 08-01-05
II – 12 CONFINED SPACE OPERATIONS FOR FIRST RESPONDERS	DATED 08-01-05
II – 15 HAZARDOUS MATERIALS INCIDENTS	DATED 04-24-15
II – 17 REHABILITATION SECTOR	DATED 08-01-05
II – 18 AIRPORT GUIDELINES	DATED 02-09-15
II – 21 RAPID INTERVENTION TEAMS AND SURVIVABILITY	DATED 09-01-14
II – 23 HIGH ANGLE RESCUE	DATED 08-01-05
II – 24 MOTOR VEHICLE ACCIDENT AND INDUSTRIAL ACCIDENT EXTRICATION	DATED 08-01-05
II – 29 CIVIL DISORDERS	DATED 08-01-05
II – 32 DEVELOPING EFFECTIVE WATER SUPPLIES	DATED 08-01-05
II – 33 HURRICANE GUIDELINE	DATED 04-23-15
II – 36 DECONTAMINATION	DATED 07-06-15
II – 37 SHIPBOARD FIREFIGHTING	DATED 01-01-10
II – 41 WEAPONS OF MASS DESTRUCTION	DATED 05-20-15
II – 42 MAY-DAY	DATED 07-07-15
II – 47 STRUCTURE FIRE INCIDENTS	DATED 02-11-15

**VOLUME III - EMS**

III – 09 MASS CASUALTY MANAGEMENT GUIDELINES	DATED 03-19-14
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**MAYOR'S EXECUTIVE ORDERS**

EO 1-50 WORKPLACE DISCRIMINATION AND HARASSMENT	DATED 04-06-12
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**THE HOUSTON FIRE DEPARTMENT GUIDELINES FOR THE 2016 DISTRICT CHIEF EXAMINATION** are available as a package from the Houston Fire Department, at the Quartermaster, in the Logistics Building, Room 102, 1205 Dart Street, Houston, Texas, 77007. The guideline packet is being provided to applicants free of charge by The Robert Garner Firefighter Foundation. (Picture I.D. is required and the package must be picked up in person.)

**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. If resource materials are obtained through any source other than the quartermaster as specified herein, (e.g., internet, etc.), any discrepancy in the materials obtained through another source will not be allowed to support a challenge to an exam question based on such discrepancy, in whole or in part.

**PLEASE NOTE: A study aide will be emailed to the candidates. 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 **Friday, October 09, 2015** and **Friday, October 16, 2015** at the EB Cape Center located at 4501 Leeland Street, Houston, Texas 77023, at 10:00 AM. Please check at the front desk of the Cape Center for the room number. If unable to attend one of the scheduled sessions, please contact Classified Testing at [HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov).

**DATE AND TIME OF EXAMINATION:**

The examination will be given at **9:00 AM, Wednesday, January 13, 2016**, in the gym of the Val Jahnke Training Facility located at 8030 Braniff Street, Houston, Texas 77061

**REASONABLE ACCOMMODATIONS:**

Please notify Classified Testing ([HFDCST@houstontx.gov](mailto:HFDCST@houstontx.gov)) as soon as possible if you will need special accommodations at the test site. You must submit the necessary documents **3 weeks before the exam date**.

**DATE OF ANNOUNCEMENT:**

**Wednesday, September 23, 2015**