

# Deputy Fire Chief

2009



## Current Administration Guide

# TABLE OF CONTENTS

I. INTRODUCTION.....	1
II. TEST DATE.....	1
III. TEST CONTENT AREAS .....	1
IV. READING/REFERENCE LIST .....	1

The consent decree announcements for Deputy Fire Chief have not yet been approved by the USDOJ; however, candidates who wish to begin preparing for this examination may use the proposed Deputy Fire Chief General Orientation Guide. If changes to the guide are required by the USDOJ, these changes will be added to the website at a later date.

## I. INTRODUCTION

The New Jersey Department of Personnel has prepared this orientation guide for promotional candidates who will participate in the upcoming Deputy Fire Chief examination. The information in this booklet is designed to provide candidates with specific information regarding the current testing cycle for the Deputy Fire Chief exam. To view information regarding the general testing process, please check the Department of Personnel's website at [www.state.nj.us/personnel/public\\_safety/pdf/2009/FireChiefGeneralOrientationGuide.pdf](http://www.state.nj.us/personnel/public_safety/pdf/2009/FireChiefGeneralOrientationGuide.pdf)

## II. TEST DATE

The test is tentatively scheduled for mid-April. Approximately two weeks before the test date, candidates will receive a notice in the mail that shows the date, time, location and room to which they should report for their examination. Candidates are to bring the Notification Card, two forms of identification and two pencils to the Examination Center. Pens and highlighters are optional. One of the forms of identification **must** include a photograph. Candidates will not be permitted to bring this Orientation Guide into the Examination Center. Candidates should map out a route in advance of the examination date and plan to arrive at the Examination Center early because no one will be admitted late.

## III. TEST CONTENT AREAS

The scenario-based oral exercises will cover four topic areas:

1. Incident Command - Non-Fire
2. Administration
3. Supervision
4. Incident Command - Fire

## IV. READING/REFERENCE LIST

The following reference list has been selected for the Deputy Fire Chief exam:

- 1. The Fire Chief's Handbook, 6<sup>th</sup> Edition (2003)**  
Edited by Robert C. Barr and John M. Eversole;  
Publisher: Fire Engineering Book Department - (918) 835-3161
- 2. Fire Officer's Handbook of Tactics, 3<sup>rd</sup> Edition (2005)**  
by John Norman;  
Publisher: Fire Engineering Book Department - (918) 835-3161

- 3. Safety and Survival on the Fireground (January 1992)**  
by Vincent Dunn;  
Publisher: Fire Engineering Book Department - (918) 835-3161
- 4. Managing Fire and Rescue Services (2002)**  
Edited by Dennis Compton and John Granito;  
Publisher: International City/Council Management Association – (202)-289-4262
- 5. Hazardous Materials: Managing the Incident, 3rd Edition (2005)**  
by Gregory G. Noll and Michael S. Hildebrand;  
Publisher: International Fire Service Training Assn. - (800) 654-4055
- 6. Building Construction for the Fire Service, 4th Edition (2007)**  
by Francis L. Brannigan and Glenn P. Corbett;  
Publisher: National Fire Protection Association. - (800) 344-3555

*Please note that the Department of Personnel intends to use the book list on a limited basis to develop test items. More specifically, while the justification for correct responses may be drawn from materials on the reading list, it is not limited to that material. Justification may also be based on the collective Fire Service experience of Subject Matter Experts. When justification is based on experience, care is taken to ensure that correct answers do not conflict with the sources on the reading list. **Although, the DOP suggests that candidates review the reading/reference list, preparation for the examination should not be restricted to the above reading/reference list. Since the test items will require open-ended responses, candidates will also have to rely on the application of knowledge and the application of administrative and supervisory principles.***