



MEMORANDUM

To: Fire Department Personnel
From: Carlos Carmona, Assistant Fire Chief
Subject: 2012 Bibliographies
Date: January 3, 2012

Attached are the promotional exam bibliographies for the following positions:

Fire Suppression Technician
Lieutenant
Captain
Battalion Chief
Deputy Chief

Please Note:

- Revised Fire Department manuals (February, 2012) will be utilized for exams given after April 1, 2012.
- Exclude all associated appendixes and glossaries for assigned books with the exception of the 2012 Emergency Response Guidebook.

12-001

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John F. Cook

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District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Courtney C. Niland

City Manager
Joyce A. Wilson

Fire Chief
Otto Drozd III





BIBLIOGRAPHY FOR FIRE SUPPRESSION TECHNICIAN

April 1, 2012 to March 31, 2013

1. Fire Department Manuals: Inspection Manual, Administrative Procedures Manual, Equipment Operations Manual, Response Manual, Operational Procedures Manual, Station Operations Manual, Rules and Regulations Manual, Company Ledger, Medical Procedures Manual. (*Note: the Code Enforcement Packet from the Inspection Manual will not be used*)
2. ARTICLES OF AGREEMENT between the City of El Paso and Local 51, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, INC., agreement in effect 90 days prior to test date.
3. Emergency Medical Services System - Medical Protocols (Basic Life Support Protocols only).
4. A copy of the 2012 Emergency Response Guidebook, U.S. Department of Transportation, Research and Special Programs Administration, will be provided to each test taker for use during the examination. (*Note: The 2008 version will be used if the 2012 version is not provided to the department 90 days prior to the exam*)
5. A copy of the El Paso Fire Department Flow Sheet (2011 version) will be provide to each test taker for use during part of the examination.
6. Leading in the El Paso Fire Department, Leadership Enhancement and Development (L.E.A.D.) Program, *Leadership Doctrine*
7. Fire Service Pump Operator: Principles and Practices, IAFC, Jones and Bartlett Publishers, LLC, 2011.
8. Strategic & Tactical Considerations on the Fireground, Third Edition, Jim P. Smith, Prentice Hall, 2011

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BIBLIOGRAPHY FOR LIEUTENANT

April 1, 2012 to March 31, 2013

1. Fire Department Manuals: Inspection Manual, Administrative Procedures Manual, Equipment Operations Manual, Response Manual, Operational Procedures Manual, Station Operations Manual, Rules and Regulations Manual, Company Ledger, Medical Procedures Manual. (*Note: the Code Enforcement Packet from the Inspection Manual will not be used*)
2. ARTICLES OF AGREEMENT between the City of El Paso and Local 51, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, INC., agreement in effect 90 days prior to test date.
3. Emergency Medical Services System - Medical Protocols (Basic Life Support Protocols only).
4. A copy of the 2012 Emergency Response Guidebook, U.S. Department of Transportation, Research and Special Programs Administration, will be provided to each test taker for use during the examination. (*Note: The 2008 version will be used if the 2012 version is not provided to the department 90 days prior to the exam*)
5. Leading in the El Paso Fire Department, Leadership Enhancement and Development (L.E.A.D.) Program, *Leadership Doctrine*
6. From Buddy To Boss: Effective Fire Service Leadership, Chase Sargent, PennWell, Fire Engineering, 2006
7. Incident Management for the Street-Smart Fire Officer, Second Edition, John F. "Skip" Coleman, PennWell, Fire Engineering, 2008
8. Fire Officer's Handbook of Tactics, Third Edition, John Norman, Fire Engineering, PennWell, 2005.

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BIBLIOGRAPHY FOR CAPTAIN

April 1, 2012 to March 31, 2013

1. Fire Department Manuals: Inspection Manual, Administrative Procedures Manual, Equipment Operations Manual, Response Manual, Operational Procedures Manual, Station Operations Manual, Rules and Regulations Manual, Company Ledger, Medical Procedures Manual. (*Note: the Code Enforcement Packet from the Inspection Manual will not be used*)
2. ARTICLES OF AGREEMENT between the City of El Paso and Local 51, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, INC., agreement in effect 90 days prior to test date.
3. Emergency Medical Services System - Medical Protocols (Basic Life Support Protocols only).
4. Leading in the El Paso Fire Department, Leadership Enhancement and Development (L.E.A.D.) Program, *Leadership Doctrine*
5. El Paso Fire Department Standards of Cover Document (SOC), 2012.
6. Fire Department Incident Safety Officer, Second Edition, David W. Dodson, Delmar, 2007
7. Coaching for Performance: Growing Human Potential and Purpose, Fourth Edition, John Whitmore, Nicholas Brealey Publishing, 2009.
8. Budgeting Tools, Financial Methods in the Public Sector, Greg G. Chen, Dall W. Forsythe, Lynn A Weikart, Daniel W. Williams, CQ Press, 2009.

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BIBLIOGRAPHY FOR BATTALION CHIEF

April 1, 2012 to March 31, 2013

1. Fire Department Manuals: Administrative Procedures Manual, Response Manual, Operational Procedures Manual.
2. ARTICLES OF AGREEMENT between the City of El Paso and Local 51, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, INC., agreement in effect 90 days prior to test date.
3. Leading in the El Paso Fire Department, Leadership Enhancement and Development (L.E.A.D.) Program, *Leadership Doctrine*
4. El Paso Fire Department Standards of Cover Document (SOC), 2012.
5. Beyond Initial Response ICS: Using the National Incident Management System's Incident Command System, Tim Deal, Michael de Bettencourt, Vickie Deal, Gary Merrick, Chuck Mills, Author House, 2010.
6. Managing Fire and Rescue Services, Third Edition, Dennis Compton and John Granito, International City Management Association, 2002.
7. Fire Department Incident Safety Officer, Second Edition, David W. Dodson, Delmar, 2007
8. The Human Challenge: Managing Yourself and Others in Organizations, Seventh Edition, Mary L. Tucker, Anne M. McCarthy, Douglas A. Benton, 2002.
9. Budgeting Tools, Financial Methods in the Public Sector, Greg G. Chen, Dall W. Forsythe, Lynn A Weikart, Daniel W. Williams, CQ Press, 2009.

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BIBLIOGRAPHY FOR DEPUTY CHIEF

April 1, 2011 to March 31, 2012

1. ARTICLES OF AGREEMENT between the City of El Paso and Local 51, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, INC., agreement in effect 90 days prior to test date.
2. Basic Plan of the El Paso City/County Emergency Operation Plan, including: Annex N (Direction & Control, 2005) and Annex H (Health & Medical, 2006).
3. Leading in the El Paso Fire Department, Leadership Enhancement and Development (L.E.A.D.) Program, *Leadership Doctrine*
4. El Paso Fire Department Standards of Cover Document (SOC), 2012.
5. Beyond Initial Response ICS: Using the National Incident Management System's Incident Command System, Tim Deal, Michael de Bettencourt, Vickie Deal, Gary Merrick, Chuck Mills, Author House, 2010.
6. Managing Fire and Rescue Services, Third Edition, Dennis Compton and John Granito, International City Management Association, 2002.
7. Strategic Management Concepts, Fred R. David, Pearson Publishing, 2010.
8. Budgeting Tools, Financial Methods in the Public Sector, Greg G. Chen, Dall W. Forsythe, Lynn A Weikart, Daniel W. Williams, CQ Press, 2009.
9. Ethics for the Real World: Creating a Personal Code to Guide Decisions in Work and Life, First Edition; Ronald A. Howard, Harvard Business School Press, 2008

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