

## 2023 FIRE DEPUTY CHIEF PROMOTIONAL READING LIST

Internal Sources		May be tested on the following phase(s):		
		Written Work Sample	Tactical Exercise	Oral Board
1.	Division of Fire Standard Operating Procedures*	X	X	X
2.	Division of Fire Systems Manual	X		X
3.	IAFF Contract Effective 11/01/20 – 10/31/23*	X		X
4.	City of Columbus Central Work Rules	X		X
*The internal sources have been edited, omitting limited sections. When preparing for the examination <u>only</u> use the version of the sources provided on the Civil Service Commission's Website. Please check your email for the password to access these materials.				

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External Sources		May be tested on the following phase(s):		
		Written Work Sample	Tactical Exercise	Oral Board
1.	<b><u>Firefighting Operations in High-Rise and Standpipe-Equipped Buildings:</u></b> David M. McGrail; Fire Engineering (2007) ISBN-13: 978-1593700546 Available at: <a href="http://www.amazon.com">www.amazon.com</a> , <a href="http://www.barnesandnoble.com">www.barnesandnoble.com</a>		X	
2.	<b><u>Building Construction for the Fire Service 6<sup>th</sup> Edition</u></b> Glenn Corbett & Francis L. Brannigan; Jones & Bartlett Learning; 6 edition (October 21, 2019) ISBN-13: 978-1284177312 Available at: <a href="http://www.amazon.com">www.amazon.com</a> , <a href="http://www.barnesandnoble.com">www.barnesandnoble.com</a>		X	
3.	<b><u>Fire Department Incident Safety Officer 3<sup>rd</sup> Edition</u></b> David Dodson; Jones & Bartlett Learning (2015) ISBN-13: 978-1284041958 Available at: <a href="http://www.amazon.com">www.amazon.com</a> , <a href="http://www.barnesandnoble.com">www.barnesandnoble.com</a>		X	
4.	<b><u>Leaders Eat Last: Why Some Teams Pull Together and Others Don't</u></b> Simon Sinek; Portfolio; Reprint, Revised edition (May 23, 2017) ISBN-13: 978-1591848011 Available at: <a href="http://www.amazon.com">www.amazon.com</a>	X		X
5.	<b><u>Fire Service Ethics</u></b> H. Scott Walker; Jones & Bartlett Learning ISBN-13: 978-1284171655 Available at: <a href="http://www.amazon.com">www.amazon.com</a>	X		X
6.	<b><u>Chief Officer Principles and Practice Third Edition</u></b> David J. Purchase; Bartlett Learning; 3 <sup>rd</sup> Edition ISBN 9781284172478	X		X
<b><u>*Articles*</u></b>				
7.	<b><u>Special Report: The After-Action Critique: Training Through Lessons Learned</u></b> USFA-TR-159 April 2008 Federal Emergency Management Agency (FEMA) U.S. Fire Administration	X		X
8.	<b><u>Developing Effective Standard Operating Procedures for Fire and EMS Departments</u></b> FA – 197/December 1999 Federal Emergency Management Agency (FEMA)	X		X

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### **IMPORTANT:**

- 1) When ordering books, be sure to utilize the ISBN number.
- 2) Any of the listed source materials may be referenced by candidates during the Written Work Sample or the preparation period of the Oral Board phase. All other exam phases are closed book. Personal electronic sources will not be permitted for use during exams.

## 2023 FIRE DEPUTY CHIEF PROMOTIONAL READING LIST

External Sources - Video		May be tested on the following phase(s):		
		Written Work Sample	Tactical Exercise	Oral Board
1.	<a href="#"><u>How to break bad management habits before they reach the next generation of leaders</u></a> by Elizabeth Lyle Video Run time: 11:55			X
2.	<a href="#"><u>How to discover your why in difficult times</u></a> by Simon Sinek Video Run time: 15:30			X
3.	<a href="#"><u>Want to truly succeed? Lift others up while you climb</u></a> by Amber Hikes Video Run time: 5:34			X
4.	<a href="#"><u>Why the secret to success is setting the right goals</u></a> by John Doerr Video Run time: 11:42			X
5.	<a href="#"><u>Language around gender and identity evolves and always has</u></a> by Archie Crowley Video Run time: 13:18			X
<p><b>IMPORTANT:</b></p> <p>1) Total Run time of all videos combined: 57:19</p> <p>2) <b>Videos will be unavailable during the Oral Board Preparation Period.</b></p> <p><b>Note: Transcriptions of the videos are available and may be printed and brought for use during the Oral Board Preparation Period.</b></p>				