

# **2010 SOURCE LIST FOR PROMOTIONAL EXAM**

Revised December 2009

## **Fire Captain**

1. Fire Department Rules and Regulations  
(All Sections and Appendixes including the Fair Practices Policy)
  
2. Fire Department Standard Operating Procedures:
  - 400-01: Gasoline and Fuel Accountability
  - 400-02: Accidents Involving Apparatus or other County Vehicles
  - 400-06: Hydrant Maintenance - study the OBJECTIVE only
  - 400-08: Station Operations
  - 400-09: Apparatus and Related Equipment
  - 400-13: Fire Survey Planning
  - 400-14: In-station/Company Training
  - 400-15: Media Relations
  - 400-17: Reserve Apparatus - Both Career and Volunteer Use
  - 400-18: Care and Maintenance of Reserve B.C. and E.M.S. Vehicles
  - 400-19: Station Alerting System - Visitors to the Station
  - 400-21: Response Procedures
  - 400-23: Testing of Fire Hose
    - Section 1: Hose Test Procedure
  - 400-27A: Respiratory Protection Program
    - Section 1: Definitions
    - Section 4: Use of Respirators
    - Section 5: Respirator Selection
    - Section 6: Medical Evaluation
    - Section 7: Fit Testing
    - Section 8: Training
    - Section 9: Maintenance and InspectionLetters A through D.
  - 400-27B: Breathing Apparatus & Air Units - study the following:
    - Section 1: Pressure Demand Breathing Apparatus
  
3. Personnel Manual:
  - Personnel 1: Uniform Policy
  - Personnel 2: Sick Leave
  - Personnel 3: On Duty Illness/Injury
  - Personnel 4: Employees' Health Services
  - Personnel: 5: Self-Insurance Reporting Procedures
    - Section 1: Employees Injured at work
  - Personnel 6: Workers Compensation
  - Personnel 8: Emergency Recall of Off-Duty Personnel
  - Personnel 9: Relief and Exchange Time

## **Fire Captain** (continued)

Personnel 11: Special Leaves - study the following sections:

Section 3: Jury Duty

Section 4: Leaves Without Pay

Section 5: Active Military Duty

Section 6: Adoption Leave

Personnel 13: Higher Classification –

All topics except Rate of Compensations for Substitution Pay

Personnel 17: Infection Control Plan – only Appendix B

Personnel:18: Station Libraries- Study Objective and Section 1

Personnel 23: Record of Efficiency

Personnel 24: Intoxicating Beverages and Controlled Dangerous Substances

Personnel 27: Employees Unable to Perform Duties

Personnel 28: Loss/Damage to Departmental Property

### 4. Tactical Manual:

Tactical 01: Positive Pressure Ventilation

Tactical 02: Hazardous Materials Unit

Tactical 03: Medivac Helicopter Landing Site Procedures

Tactical 04: Elevator Use During Fire Emergencies

Tactical 05: Elevator Rescue Procedures

Tactical 06: Personnel Accountability System

Tactical 07: Incident Management System

Tactical 08: Fireground Operations

Tactical 09: MAYDAY Procedures

Tactical 12: Task Force Operations

Tactical 15: Rehab Policy

Tactical 16: Tanker Groups

Tactical 18: Rapid Intervention Team

Tactical 19: Carbon Monoxide Detector Alarms

Tactical 21: Handling Gas Emergencies (Natural and Propane)

5. Collapse of Burning Buildings (Dunn)

6. Emergency Care 10<sup>th</sup> edition, (Brady), chapters: 3, 9, 17, 22, 24, & 26

7. IFSTA - Emergency Services Company Officer, 4<sup>th</sup> edition (Study Part B: Fire Officer Level II)

8. IFSTA – Fire Department Safety Officer, 1<sup>st</sup> edition, chapters 6, 7, 8, & 9

**Fire Captain** (continued)

9. Memorandum of Understanding between Baltimore County Administration and the International Association of Firefighters, Local 1311 - study the following sections:

Article 5 (5.1 & 5.2);  
Article 10 (sections 10.2, 10.3, 10.4, 10-13, 10.14, 10.16, 10.19, 10.27);  
Article 11 (11.2, 11.3, 11.5, 11.6, 11.7, 11.8);  
Article 12 (all sections);  
Article 13 (13.1, 13.2, 13.4, 13.7, 13.10);  
Article 15 (15.7, 15.11);  
Article 16 (all sections);  
Travel Policy (3, 4, 5, & 6);  
Exhibit K

**Sources for reading comprehension questions only:**

1. Hazardous Materials Emergency Response Guidebook (U.S.D.O.T.)
2. The Fire Prevention Code of Baltimore County

The Fire Department will make a diligent effort to make the above referenced source materials available in station libraries. However, the Department accepts no responsibility for the availability of these materials being present in station libraries for promotional examination study purposes.

**PER THE MOU, FIRE CAPTAIN EXAMS TAKE PLACE IN FEBRUARY ON EVEN YEARS.**

*Per Ron Harvey, all covered material must be dated SIXTY days prior to exam date.*