

CITY OF AUSTIN
FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION

NOTICE OF WRITTEN EXAMINATION AND SOURCE MATERIALS LIST
FOR THE RANK OF
FIRE SPECIALIST

DATE: August 6, 2024

TIME: 9:00 AM

PLACE: Austin Convention Center
500 E. Cesar Chavez Street
Austin, Texas 78701

ELIGIBILITY REQUIREMENT: This written promotional examination shall be held in accordance with the Civil Service law and rules and shall be open to any firefighter who at any time has continuously held for at least two (2) years a position in the Fire Fighter classification for which the examination is held.

Fire Fighters wishing to take the written promotional examination must be approved Relief Drivers prior to the examination date.

ELECTRONIC REGISTRATION FOR WRITTEN EXAMINATION: As required by Civil Service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will sign up for examinations here →: [**REGISTER**](#)

Registration must be made no later than 9:00 AM, July 30, 2024.

A confirmation email will be sent to you from SignUpGenius. Please keep that email as proof of your registration.

Note: An email will automatically be sent to the Civil Coordinator, with your registration information.

Only those applicants who have registered through the electronic process will be admitted into the examination.

CONTENT OF EXAMINATION: Examination questions will be taken only from those source materials identified below. **No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified below.**

1. Austin Fire Department Policy and Procedures (Per Table of Contents on 04/30/2024)

- Candidates are responsible for:
 - All A, B, C, D, E, G, H100s Policies ***except*** for the following policies:
 - A401.2 SOG: Wildland Fire Response
 - A402.1 SOG: WUI Firefighting Operations
 - A403.2 SOG: Brush Truck Operations
 - B207.1: Air Technician Response
 - B301.1: Fire Scene Tactical Worksheets
 - C101 Fire Station Management
 - D106.1: Command Vehicle 1
 - D107.1 Smokebuster
 - E102.2 Reporting On- and Off-Duty
 - E104.2 Transferability, Modified-Duty, and Maternity Leave
 - E106.2 Higher Classification
 - E107.9 Operations Division Added Time
 - E112.1 On-Call Procedures
 - E114.2: Telework
 - E307: Battalion Chiefs – Professional Development Rotations

30% of the exam questions will come from this source

2. Austin Fire Department Training Manuals

- Candidates are responsible for Training Manuals titled **with specified page ranges**:
 - Commercial Structure Fires, pages 3-14 (effective date 07-25-2022)
 - High-Rise Operations, pages: 3-39 (effective date 04-30-2024)
 - Mid-Rise Operations, pages 3-33 (effective date 07-25-2022)
 - Mayday and Rapid Intervention Operations, pages 3-22 (effective date 04-30-2024)

15% of the exam questions will come from this source

3. The Evolving Fireground: Research-Based Tactics

ISBN-13: 978-1593704056 Author: Sean Gray and P.J. Norwood

Amazon: [Evolving-Fireground-Research-Based-Tactics](#)

- Candidates are responsible for:
 - Chapters 1-6, 9
 - Ch 7 p. 137 (starting at SCBA) to end of chapter on p. 143
- Candidates will ***not*** be responsible for:
 - Chapter 8: Lessons Learned From Line-Of-Duty Deaths

15% of the exam questions will come from this source

4. Collapse of Burning Buildings: A Guide to Fireground Safety, Second Edition

ISBN-13: 978-1593702335 Author: Vincent Dunn

Amazon: [Collapse of Burning Buildings](#)

- Candidates are responsible for:
 - Chapters 1-13, 15-19, 21, 23
- Candidates are ***not*** responsible for:
 - Chapters 14: Fire Escape Dangers
 - Chapter 20: Why the World Trade Center Towers Collapsed
 - Chapter 22: Post-Fire Analysis

15% of the exam questions will come from this source

5. Culture Code: The Secret of Highly Successful Groups

ISBN-13: 978-0804176989 Author: Daniel Coyle

Amazon: [Culture-Code-Secrets-Highly-Successful](#)

- Candidates are responsible for Chapters 1-17

15% of the exam questions will come from this source

6. TED Talk Transcript: Why Good Leaders Make You Feel Safe

LINK: <https://go.ted.com/6WBh> Speaker: Simon Sinek

- Candidates are responsible for entirety of video's transcript.

5% of the exam questions will come from this source

7. Safety Risks to Emergency Responders from Lithium-Ion Battery Fires in Electric Vehicles

National Transportation Safety Board, Safety Report PB2020-101011, Adopted 11/13/2020

LINK: <https://www.nts.gov/safety/safety-studies/Documents/SR2001.pdf>

- Candidates are responsible for pages 1-64

5% of the exam questions will come from this source

PASSING SCORE FOR WRITTEN EXAMINATION: In accordance with Chapter 143.033 (c), candidates who receive a grade on the written examination of at least 70 points shall be determined to have passed the examination.

ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering the questions.

PASS NO PROMOTE POINTS: In Accordance with the Collective Bargaining Agreement, Article 16, Section 3.D., if a Fire Fighter takes a promotional exam for the rank of Fire Specialist after December 20, 2009 and passes but does not promote from the resulting eligibility list, the Fire Fighter will receive one (1) point on his/her written exam raw score (after the application of the criteria for breaking ties) in future promotional examinations for the same rank. A maximum of two (2) PNP points may be awarded.

FINAL PROMOTIONAL ELIGIBILITY LIST: The Director of Civil Service shall produce the eligibility list from which vacant positions shall be filled in rank order. The eligibility list shall rank all candidates based on written examination score, together with any seniority points and applicable Pass No Promote points.

The list will become effective the date of the written exam 8/6/24 and will expire at midnight on 10/31/2025. Pending appeals have no bearing on the effective date of the list.