



DEPARTMENT OF HUMAN RESOURCES  
CITY OF NEW HAVEN  
CIVIL SERVICE DIVISION

200 Orange Street, New Haven, CT 06510  
(203) 946-8252  
(203) 946-7166 fax  
[www.newhavenct.gov](http://www.newhavenct.gov)



February 20, 2023

Dear Deputy Fire Chief Applicant:

Testing for the position of Deputy Fire Chief will tentatively take place during weekend of April 29, 2023. For personal planning purposes, it is important for all potential applicants to know that testing is tentatively planned to occur during this time frame. If you plan to apply, please arrange your schedule accordingly so that you will not have conflicts with the test dates. *(Please note, another NHFD promotional exam may be taking place around this same weekend).*

My office will send an examination process notice to all eligible applicants in advance that will confirm the test dates/time and will also contain information such as test location and instructions to RSVP participation in the examination process. Please be immediately aware that eligible applicants will be required to contact my office by a prescribed deadline date to confirm participation in the examination process. This is a necessary step in planning the logistics behind this endeavor. That deadline date and further instructions on whom to contact will be contained in the examination process notice.

To expedite communication with all applicants, my office will only be using email to contact applicants. Please be sure to supply an email address on your application. Make sure that you provide an email address that you access daily so that you do not miss important messages.

In the meantime, it is advisable for you to prepare for the examination process. The established Reading List is enclosed. Please take note of relevant instructions on the Reading List concerning where and how to obtain study material.

There will be a candidate orientation video released on a future date before the examination occurs. The goal of this orientation is to inform you of what to expect in the examination process. As soon as the orientation is ready, I will be communicating that information to all eligible applicants.

If you will need an ADA accommodation for this exam, please complete the form available at <https://www.newhavenct.gov/government/departments-divisions/human-resources/forms-applications> and follow all instructions provided on the form. Deadline to submit the ADA accommodation form to request arrangements is by the closing date of the application period.

If you have any questions or concerns in the interim, please feel free to email me directly at [Nmarcano@newhavenct.gov](mailto:Nmarcano@newhavenct.gov)

Sincerely,

Noelia Marcano, SPHR  
Personnel Director

Enclosures: Study List  
Job Posting & Job Description

## 2023 DEPUTY FIRE CHIEF EXAMINATION READING LIST

This list is divided into two parts: 1) internal sources relevant to the promotional position; and 2) external sources, such as the books relevant to the promotional position.

**Disclaimer:** The internal & external sources listing was provided to the Civil Service Division by the NHFD Chief's Office. While both Civil Service and the Chief's Office strive to provide accurate information, any discrepancies should be brought to our attention immediately by contacting [jalston@newhavenct.gov](mailto:jalston@newhavenct.gov) [jmccarthy@newhavenct.gov](mailto:jmccarthy@newhavenct.gov) and [Nmarcano@newhavenct.gov](mailto:Nmarcano@newhavenct.gov)

### I. SELECT STANDARD OPERATING GUIDELINES AND AVAILABILITY

**AVAILABILITY:** The following internal sources are available at the following OneDrive link [Deputy23](#)

**PLEASE NOTE:** The Standard Operating Guidelines link provided will expire on April 18, 2023. It is highly advised that you download the files accessible at the link provided so that you will have access to the SOGs during the entire study period.

#### 1) Section #1-General and Safety Operating Guidelines:

**READ & STUDY:** *all of the following guidelines listed*

• 001	• 004	• 012	• 018
• 002	• 005	• 013	• 020
• 003	• 011	• 016	

#### 2) Section #2-Firefighting Operations:

**READ & STUDY:** *all of the following guidelines listed*

• 001	• 016	• 025
• 002	• 017	• 026
• 004	• 018	• 027
• 006 (Rev)	• 019	• 028
• 008	• 020	• 029
• 010	• 021	• 031
• 013	• 022	
• 014	• 023	
• 015	• 024	

#### 3) Section #3-EMS Operations:

**READ & STUDY:** *all of the following guidelines listed*

• 001	• 003	• 008
• 002	• 006	• 009

#### 4) Section#4-Rescue Operations:

**READ & STUDY:** *all of the following guidelines listed*

• 001	• 005
• 002	• 006
• 003	

## II. BOOKS: AVAILABILITY, COSTS AND AREAS OF STUDY

**AVAILABILITY:** You may Google the ISBN provided below for options to purchase or rent the book.

- 1) **Effective Supervisory Practices: Better Results, Through Teamwork**, Michelle Flaherty Poché, (Editor): 5th Edition, (ISBN: 978-0-87326-774-8), Published: ICMA Press 2013

**READ & STUDY:** *Chapters 2, 3, 5, 7, 8, 10, 12, 13, 14, 15, and 16*

- 2) Pennwell, **Norman: Fire Officer's Handbook of Tactics** (4th Edition, ISBN: 978-1-59370-Published: 2012 **READ & STUDY:** *Chapters 12-22*

- 3) Pennwell, **The Art of Reading Buildings** by John Mittendorf and David W. Dodson (ISBN: 10 1-59370-342-2), Published: Pennwell 2014\*, 2015\* **READ & STUDY:** *Chapter 5, 8, Section 3 Rapid Street-Read Guides pages 289-397*

\*Please note there is only one version of this book. Penwellbooks.com lists the publication date as 2014. However, if you key in the ISBN on Amazon.com and click on the book cover to see the inside, you will see that the actual book cites its publication date as 2015. Again, there is only ONE version of this book regardless of the 2014 or 2015 dates shown.

**END OF STUDY LIST**

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**POSTED: February 20, 2023**  
**REMOVAL DATE: March 6, 2023**

**PROMOTIONAL ONLY**

*(Only open to members of Local 825 who satisfy minimum requirements)*

**POSITION: DEPUTY FIRE CHIEF (TESTED)**  
**DEPARTMENT: FIRE SERVICES**  
**SALARY: \$118,923 ANNUAL**  
**HOURS: 42 HOURS PER WEEK**  
**FUNDING: GENERAL FUNDS**

<i><b>INTERESTED APPLICANTS:</b> Please see instructions below on how to apply. APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE.</i>
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**NATURE OF WORK:**

This is responsible supervisory and professional Firefighting work on a citywide basis.

Work involves direct command of all Firefighting forces on an assigned shift. Work is performed under the general supervision of an Assistant Fire Chief and is reviewed through reports, conferences and observation of results.

**MINIMUM REQUIREMENTS:**

Graduation from high school, and 1 year in Civil Service rank of Battalion Chief in the New Haven Fire Department. Must also possess the following: considerable knowledge of the rules and regulations of the New Haven Fire Department and of fire prevention laws and ordinances, considerable knowledge of modern developments in the field of Firefighting and related activities, knowledge of modern Firefighting methods and equipment, of fire department hydraulics, and of fire prevention methods, ability to plan, assign and direct the work of subordinates, ability to establish and maintain effective working relationships with other departmental staff and with the public, ability to direct, effectively and with good judgment, the operations of personnel and equipment under emergency conditions, ability to communicate effectively, orally and in writing.

This position is included in a collective bargaining agreement with Local 825, International Association of Fire Fighters.

**TO APPLY:**

- 1) Go to <https://www.jobapscloud.com/oec/NewHaven>
- 2) Scroll down and click on **Applicant Profile** and complete your **New User Registration**. Follow all instructions to create and save your applicant profile.
- 3) Return to the Employment Opportunities page at <https://www.jobapscloud.com/oec/NewHaven> Scroll down and click of the Fire Captain job listing.
- 4) Scroll down and click on the blue Apply Online link.

**Applicant Packet** is available by clicking on the **"Click Here" link contained in the job announcement**. This packet contains a cover letter specifying the test dates along with other information and the study list. Applications must be entered into the system **NO LATER THAN THE REMOVAL DATE.**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

Immigration Reform and Control Act of 1986 requires the hiring of only American citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.

## **DEPUTY FIRE CHIEF**

### **NATURE OF WORK**

This is responsible supervisory and professional Firefighting work on a citywide basis.

Work involves direct command of all Firefighting forces on an assigned shift. Work is performed under the general supervision of an Assistant Fire Chief and is reviewed through reports, conferences and observation of results.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Directs, through Battalion Chief, all Firefighting personnel and equipment on a shift; inspects all personnel and quarters on each shift; dispatches all apparatus on non-fire emergencies and non-emergency moves.

Responds to all fire alarms in high value or high-risk areas; responds to all second alarms; responds to third alarms when off duty; is in full command at the scene of a fire until relieved by an assistant Chief or the Fire Chief.

Hires back employees when manpower quota drops below normal or during multiple alarm fires or non-fire emergencies; assigns vacations, by seniority, to the entire (shift) staff.

Investigates petroleum, chemical, and other hazardous substance spills; participates in the testing of sprinkler and standpipe systems, and of the foam systems at tank farms.

Arranges for company inspection of homes for fire prevention; arranges for the testing of hydrants.

Maintains diary and card files and prepares weekly reports.

Performs related work as required.

### **REQUIREMENTS OF WORK**

Graduation from high school, and 1 year in Civil Service rank of Battalion Chief in the New Haven Fire Department. Must also possess the following:

Considerable knowledge of the rules and regulations of the New Haven Fire Department and of fire prevention laws and ordinances.

Considerable knowledge of modern developments in the field of Firefighting and related activities.

Knowledge of modern Firefighting methods and equipment, of fire department hydraulics, and of fire prevention methods.

Ability to plan, assign and direct the work of subordinates.

Ability to establish and maintain effective working relationships with other departmental staff and with the public.

Ability to direct, effectively and with good judgment, the operations of personnel and equipment under emergency conditions.

Ability to communicate effectively, orally and in writing.

07/08 - Cleanup of Requirement language to conform with other NHFD rank positions

08/01 - Retyped HR

5/78 – PAS; 7/98 - Revised & approved - CSB