

**SEATTLE HUMAN RESOURCES
2022 EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN**

Proposed: 11/30/2021

The written examination for Fire Captain will be held on Friday, April 1, 2022, at a location to be determined. The exam application filing dates will be January 3-19, 2022.

Please see the “Outline of the Command Job” for the general scope of the promotional examination. The proposed bibliography of study materials on which the written examination and/or oral boards will be based is outlined below. Interested parties have 30 days from the date of this notice to review the proposed bibliography and submit comments by 1000 on December 30, 2021. Please submit comments to the Fire & Police Exams Unit via email to: yoshiko.gracematsui@seattle.gov.

NOTE: New reference material issued after December 30, 2021, will NOT be included in this examination.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for May 16 -20, 2022. Candidates may need to attend more than one day during this period. The assessment center examination exercises will be based on the 1) skills and abilities identified by the job analysis as critical for successful job performance as a Captain, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

Dates are tentative as exam administration may be changed due to COVID-19 public health guidelines.

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at (206) 615-0581 if you have any questions on the bibliography or the exam process.

A bibliography of study material on which the written examination will be based includes the following:

SOURCE TITLE	CONTENTS
A Big Picture Approach to Personnel Issues , by Paul Atwater	All, excluding Section G. Note: if there are conflicts between information in this source and the POG, the POG will prevail.
Addicted to Awake: Sleep Deprivation in the Fire Service , by Jacqueline and Sean Toomey	All

<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	Chapters 2, 3, Chapter 5 - pages 104 - 122 "Fire Protection Systems." (Excluding all case studies, wrap-ups, tactical considerations, tables, figures, words from Brannigan, and the Appendices.)
<u>Building Construction Illustrated</u> , 6 th Edition, by Francis D. K. Ching, Wiley Publishing	Chapters: 1 (1.13, 1.28, 1.29) 2 (2.02 – 2.04, 2.07 – 2.23, 2.26 – 2.28, 2.31 – 2.36) 3 (3.02 – 3.05, 3.08 – 3.26) 4 (4.02 – 4.42), 5 (5.02 – 5.26, 5.28, 5.34 – 5.52) 6 (6.02 – 6.09, 6.12 – 6.32) 7 (7.03 – 7.16, 7.24 – 7.37) 9 (9.14 – 9.17) 11 (11.25, 11.30 – 11.34) 12 (12.04 – 12.16) Appendix (A.07)
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2 nd Edition, by Patterson, Grenny, McMillan, and Switzler	All
<u>Emergency Response Guidebook</u> , 2016	Inside cover, pages 1 -4, 14 -16, 20 -24, 26, 92, 289 -295, 358-373 (excluding tables). Page numbers taken from printed book.
<u>Fire and Emergency Services Company Officer</u> , IFSTA 6 th Edition (2019)	Chapters 3, 4, 6, 9, 10, 11, and 14

SOURCE TITLE	CONTENTS
Fire Safety Academy ULS	
	Water Mapping in Residential Structures
	Suppression Tactics in Single-Family Homes
	Residential Attic and Exterior Fires
	Understanding and Fighting Basement Fires
	Impact of Horizontal Ventilation on Fire Behavior
	Vertical Ventilation and Suppression Tactics in Residential Structures
Fireground Strategies, 2 nd Edition, by Anthony Avillo	Chapters 1 (up to and excluding "Size-up"), 2, 5, 6 (excluding pages 265-266 "Pump Pressures for attack lines"), 7 (excluding pages 331-345), 8-13. (Excluding all Case Studies, Scenarios, Questions for Discussion, Exhibits, figures, graphics, and the Conclusion on pages 661-669).
How to be an Antiracist. 1 st Edition, by Ibram X. Kendi, One World Publishing (2019)	All
Is Everyone Really Equal?, 2 nd Edition, by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8, Excluding "Discussion Questions" and "Extension Activities"
Local 27 Union Contract (Effective Jan 1 2019 through December 31, 2021)	Articles 5, 6, 7, 8, 10, 13, 15, 20
Policies and Operating Guidelines, SFD (11/23/2020)	All Policies that relate to the Guidelines listed below:
	Volume I:
	1000 – 1002
	1005 – 1007
	2001 (Excluding 2001.88 starting at "Company Inspection Assignments" – 2001.19)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support matrix, 3014)
	4000, All (Excluding 4004-4005)

SOURCE TITLE	CONTENTS
Policies and Operating Guidelines, SFD (11/23/2020)	
	Volume II: 5001, 5003-5005, 5007.1-5007.5 (up to and excluding "Implementation of Authority), 5010, 5011, 5012-5016, 5018 5501, 5502, 5505-5509 6002-6011 7002 7004.1-7004.3 (excluding all charts) 7005-7007 9000, All
Post Incident Analysis Reports	
	Ballard Fatality House Fire 2/24/2019 Greenwood Natural Gas Explosion 3/9/2016 Harborview Radiological Incident 5/2/2019 Mount Baker 2-11 7-30-2019 Spear Place Fatality Fire 12/31/2018
Race and Social Justice Initiative, SFD – RSJI Materials	
	Tab D: Why Lead with Race? Tab E: Race Inequity Definitions
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 68 -70, 75-76, 79 – 113
Sexual Harassment Prevention Training Manual for Managers and Supervisors, 3rd Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D.	All

SOURCE TITLE	CONTENTS
SOGS, SFD	Including all command sheets, diagrams, and indicated reference docs/materials.
	Defensive Fire Derelict Building (Including Vacant Building Fact Sheet) Electrical Vault Fireground Communications (Including SOGRD Fireground Comms – Reference Document) General Command Operations Hazardous Materials (Including SOGRD Hazardous Materials – Reference Document) High-Rise Low- Rise Rise (Including SOGRDs Low-Rise Engine Ops – Reference Document and Low-Rise – Ladder Ops Reference Document) Mayday (Including MAYDAY – Reference Document) Natural Gas Rapid Intervention Team (Including RITRD – Rapid Intervention Team – Reference Document) Rescue - Elevator (Including SOGRD – Rescue – Elevator Reference Document, LOTO Kit Contents) Rescue Extrication
Strategies for Increasing Diversity, Equity, and Inclusion in Fire and Emergency Services (King County Fire Chiefs Association), prepared by Plumb Research Services LLC	All
Training Guides Manual, SFD	
	#08-04 - Limited Access Roadways #09-02 - Hydrant Supplies #10-13 Emergency Elevator Operations #18-08 - Search – Single Family Residence
True Leadership: Twelve Principles Public Safety Leaders Must Adopt to Be Successful in the 21st Century , by P. Lamont Ewell	All

SOURCE TITLE	CONTENTS
SFD Standing Orders	
	IM EPI Training ppt
	Spinal Immobilization Guideline
	Stroke Guideline
	BLS Cardiac Arrest Standing Orders
	Stroke Flowsheet
Work-Life Balance in the Fire Service, by Firefighter Nation Content Directors	All

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