

SEATTLE DEPARTMENT OF HUMAN RESOURCES EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN

Final: January 4, 2016

The written examination for Fire Captain will be held on Saturday, April 9, 2016, at a location to be determined. The exam application filing dates will be January 4-15, 2016. See the attached "Outline of the Command Job" for the general scope of the promotional examination. A bibliography of study material on which the written examination will be based includes the following:

Building Construction for the Fire Service, 4th Edition, by Francis Brannigan	Chapters 2 and 3, Chapter 5 - pages 91"Today's Fire Loads" through page 127
Crucial Conversations - Tools for Talking When Stakes are High (2nd edition), Patterson, Grenny, McMillan, Switzler	All
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett Publishers	Chapters 3, 8, 10
Emergency Response Guidebook, 2012	Inside cover, pages 1-5, 14-19, 285-291, 356-360, 368-371, AND entire book as a reference manual
Fire Administration I – by Randy R. Bruegman	Chapters: 3 (pgs 106-135 stopping at "Advice from Experts"),4,5; Chapter 6 (Page 235 up to page 240 "Identifying Ethics Codes"); Page 245 "Modeling Ethical Behavior" up to page 256 "Ethics, Politics, and Leadership"; Page 275 "Making Ethics a Core Value" up to page 277 "Advice from Experts"; Chapter 7 (excluding pages 298 starting with "Measuring Your Leadership Style" through 302); Chapter 10
Fire and Emergency Services Company Officer, IFSTA 4th Edition (2007)	Chapters 1, 3, 4, 5, 7, 10, 11, 12, 21, 29, 31
Fire and Emergency Services Instructor, IFSTA 7th Edition	Chapters 1-4, 7-10, 12
Fireground Strategies, 2nd Edition, by Anthony Avillo	All
Fire Ground Survival, Student Manual, IAFF	All, excluding Case Studies and shaded boxes, and excluding pages 69 beginning with Personal Escape System Components, 70, 84-88
Fireground Support Operations, IFSTA 1st Edition	Chapters 3, 4, 6, 7, 8, 9
Local 27 Union Contract	Articles 5 (excluding 5.1.3.2 through 5.1.3.6), 6, 7, 10 (excluding 10.6.1 through 10.6.3), 13, 15, 20

Occupancy Based Firefighting, SFD	Chapter 1 Single-Family Dwellings
	Chapter 2 High Density Town Homes
	Chapter 3 Low/Mid-rise Multi-Family Dwellings
	Chapter 4 Strip Malls – Post 1960's
	Chapter 5 High Rise Public Housing
	Defensive Fire Operations
Policies and Operating Guidelines, SFD (11/25/15)	Policy 1003 <u>AND</u> all Policies that relate to the Guidelines listed below
	Volume I:
	1000 (excluding 1001.7 – 1001.12) - 1002
	1005
	2001.1 through 2001.42; excluding 2001.42 “Completion Instructions”; including 2001.46 “Notice of Violation (Form 313)” up to and excluding 2001.46 “Completion Instructions” through 2001.49; including 2001.51 “Occupancy Data File Folder (Form 229)” through 2001.52 up to "Permit Cancellation Instructions; 2001.53 "Reinspection History" through 2001.90; excluding 2001.91 through 2001.121
	2002
	3001, 3003 through 3005, 3007
	3008
	3011 through 3012
	3013 (excluding 3013.6 – 3013.13)
	3014
	3015
	3016
	4001
	4003 – 4004
	4005 (excluding Appendix I)
	Volume II:
	5001
	5003 through 5005
	5007.1 – 5007.5 (up to and excluding “Implementation of Authority”)
	5007.14 “EMS Emergency Cache” up to and excluding 5007.15 “Chempack Cache”
	5008-5010
	5011.1 – 5011.24 (up to and excluding “Logistics”)
	5012-5015
	5018

	5501
	5502.3 “Delivery of Oxygen” through 5502.6
	5507 - 5510
	6002 - 6003
	6005 - 6009
	6011
	7002.1 "KeySpace Devices"
	7002.7 "Nozzle Maintenance"
	7004.1 - 7004.3 up to and excluding “EMS Vehicle Items” inventory
	7005
	7006
	7007
	9001
	9005
Post Incident Analysis Reports	Alki Point Water Rescue, 11/15/13
	Leary Way 2-11 Apartment Fire, 11/6/14
	Mt. Baker Fatality House Fire, 8/17/14
	SPU Shooting MCI, 6/5/14
	Telemark Apartment Fire, 4/4/14
	Tugboat Fire, 4/2/14
	Westlake Avenue 2-11 Marina Fire, 12/8/09
	West Seattle House Fire, 10/7/12
	26 Avenue NW House Fire, 9/9/13
Race and Social Justice Initiative, SFD – RSJI Materials (binder)	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	TAB F: Disparities 2011: Impacts of Institutional Racism
	Tab J: City of Seattle 2012-2014 RSJI Plan
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)

Safety Standards for Firefighters 296-305 WAC (January 2014)	01501, 01503, 01505, 01509, 01511, 01513, 01515, 01517, 02001, 02002, 02004, 02017, 02019, 02501, 03002, 04001, 04501, 04503, 04505, 04507, 04510, 05000, 05002, 05004, 05101, 05103, 05105, 05107, 05109, 05111, 05113, 05502, 06001, 06006, 06008, 06503, 06505, 06507, 06509, 06513, 06515, 06517, 06519.
Seattle and King County 2012 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 6-70 (excluding page 20 “Administer Aspirin” through end of page), 80-82, 87-88, 102-106, 111-113, 117-120, 124-137
Seattle Fire Code, 2012:	Chapter 1 all excluding sections 105, 108, 111, 112, 113; Chapter 3 all excluding sections 306, 309, 317, 318, 319, 320; Chapter 5 all excluding sections 501, 502, 508 and 510; Chapter 6 excluding all but sections 605, 607, and Table 609.3.3.1; Chapter 9 - sections 901, 906.1, and 912 only; Chapter 10 - section 1030;
SFD Directive/Tactical Considerations*	Basement Fire - Tactical Considerations (11/6/12)
SFD Type II Memo*	Transitional Attack - Practices (4/20/15)
Sexual Harassment Prevention Training Manual for Managers and Supervisors, Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D	All
Training Guides Manual, SFD	#1-1 (pages 1-13), #10-5C (excluding pages 10-12)

* Visit the following webpage for links to these bibliography sources:

<http://www.seattle.gov/public-safety-civil-service-commission/exam-and-registers>

Candidates who pass the written examination will be scheduled for the oral portion of the examination (assessment center), tentatively scheduled for June 20 – 25, 2016 (candidates may need to attend more than one day during this period). The assessment center examination exercises will be based on the skills and abilities (see attached) identified by the job analysis as critical for successful job performance as a Captain, information from the Promotion Development Committee who serve as subject matter experts, and the reading materials in the bibliography.

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

Attached: Outline of the Command Job – Captain