

**SEATTLE DEPARTMENT OF HUMAN RESOURCES
EXAMINATION BIBLIOGRAPHY FOR FIRE BATTALION CHIEF**

Final: January 5, 2016

The written examination for Fire Battalion Chief will be held on Saturday, April 9, 2016, at a location to be determined. The exam application filing dates are 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:

Bibliography Source	
Crucial Conversations - Tools for Talking When Stakes are High (2nd edition), Patterson, Grenny, McMillan, Switzler	All
Effective Supervisory Practices, 4th Edition, ICMA International City/County Management Association	All
Building Construction for the Fire Service, 4th Edition, by Francis Brannigan	All (excluding all "Tables" and Appendices)
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett	Pages 71-85
Fire Administration I – by Randy R. Bruegman	Chapters 3, 4, 5, 6, 7, 9, 11 (excluding Appendices and all sections labeled "Lessons Learned" and "Advice from the Experts")
Fireground Strategies, 2nd Edition – by Anthony Avillo	All - excluding Chapter 3, and excluding all Case Studies, Scenarios, and Questions for Discussion in all Chapters, and excluding the Conclusion on pages 661-669
Fire Ground Survival, Student Manual, IAFF	Chapters 1 and 5
Local 27 Union Contract	Articles 7, 8, 10, 13, 14, 15, 22
Local 2898 Union Contract	Articles 4, 5, 7, 8, 9, 12, 13, 14, 15, 20
Policies and Operating Guidelines, SFD (11/25/15)	All Policies that relate to the Guidelines listed below; and
Policies and Operating Guidelines, SFD - Volume 1	Operating Guidelines: 1000 - Authority, 1001 - Correspondence, 1004 - Operations Division Required Meetings, 1005 - Media Relations
	3003 - Equal Employment Opportunity, 3004 - Ethics, 3005 - Employee Suggestion Process, 3006 - Injury Illness, 3008 - Personnel Rules and Regulations, 3010 - Serious Injury or Death, 3011 - Discipline, 3012 - Drugs and Alcohol, 3014 - Staffing, 3016 - Uniformed Probationary Employees
	4000 - Management Information Systems (MIS): All, excluding 4004.24 Appendix 1 Communication Phrases and Terms, 4004.27 Appendix 2 SFD Radio Signatures, and 4005.10 Appendix 1 Channel Assignments
Policies and Operating Guidelines, SFD - Volume II	5000 - Emergency Operations: All

	5501 - Adverse Weather, 5502 - Air Units, 5510 - Ride-Alongs
	6000 - Safety: All
	9001 - Spill Response and Reporting, 9002 - Fire Apparatus Washing, 9003 - Wet Hose Drill Locations
Race and Social Justice Initiative, SFD – RSJI Materials (binder)	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	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)	Sections: 01501, 02501, 05000, 05002, 05004, 05111, 05113, 05502, 08000
SFD Directive/Tactical Considerations	Basement Fire - Tactical Considerations (11/6/12)
SFD Type II Memo	Transitional Attack - Practices (4/20/15)
SFD Published Post Incident Analysis Reports (for oral board only)	35 Ave NE House Fire - 10/24/13; Queen Anne Vacant 4/18/12; Ballard 5 Ave NW House Fires 12/16/11;
	Warren House Fires 4/1/13; Mt Baker Fatality House Fire 8/17/14; SPU Shooting MCI 6/5/14; South Graham Street Fires 1/14/13
SFD Strategic Plan 2012-2017	All - For oral board only
SFD Training Guides Manual	8-1 (Chapter 1 - Pages 3-16 only, and Chapter 5 - all); 8-4; 17-3; 17-6 (Page 6 “Action Guidelines” through Page 10)
SFD Occupancy Based Firefighting	Chapter 1 Single-Family Dwellings
	Chapter 2 High Density Town Homes
	Chapter 3 Low/Mid-rise Multi-Family Dwellings
	Defensive Fire Operations
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
2012 Emergency Response Guidebook	For written exam: Inside cover, pages 1 - 19, 356-371 (excluding page 367), and 285-291; and ALL, for oral board only

Candidates who pass the written examination will be scheduled for the oral portion of the examination (assessment center), tentatively scheduled for May 31 – June 5, 2016 (candidates may need to attend more than one day during this period). The assessment center exercises will be based on the skills and abilities (see attached) identified by the job analysis as critical for successful job performance as a Battalion Chief, information from the Promotion Development Committee who serve as subject matter experts, and the reading materials in the bibliography.

- Please contact the SDHR 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 – Battalion Chief