

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
PROPOSED EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT 2025**

Proposed: 11/08/2024

The exam application filing dates will be **December 31, 2024 - January 14, 2025**. The written examination for Fire Lieutenant will be held on **Saturday, March 8, 2025**, at a location to be determined.

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 may review the proposed bibliography and submit comments to be considered by the Development Committee. Please submit comments to the Public Safety Exams Unit via email at yoshiko.gracematsui@seattle.gov by 1000 on **Friday, December 6, 2024**.

NOTE: New reference material issued after December 6, 2024, will NOT be included on the written examination portion of the process.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for **May 17- 18, 2025**. 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 Fire Lieutenant, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography. Therefore, the assessment center topics are not limited to materials on the bibliography.

Please contact the Public Safety Civil Service Commission Public Safety Exams Unit (yoshiko.gracematsui@seattle.gov) if you have any questions on the bibliography or the exam process.

[You may access many of these resources in pdf format on the Fire Exams Sharepoint.](#)

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

SOURCE TITLE	CONTENTS
OPERATIONS	
<u>2020 Emergency Response Guidebook</u> , by J. J. Keller & Associates	Inside front cover and pages: 1, 4-9, 289-295, 344, 350, 354-372 (Excluding Blevie table on 367)
<u>Art of Reading Buildings</u> , by Mittendorf, Dodson, Fire Engineering Books & Videos (2015)	Chapters 2 – 10 (Excluding photo exercises and review exercises) and Rapid Street-Read Guides, pages 295 – 397
D1 SIR, SFD	
	2024-01-14 - 5157 NE Latimer Pl.
	2023-09-29 - 144 NE 63rd St, and Podcast
	2022-07-28 - SB I-5 at Lakeview
	2024-08-10 - 9300 Aurora Ave N

	2024-05-08 - 917 NE 63rd St.
First Due Training Manual (Rev. 8-8-24)	2.2 2.7 2.8 3.1 3.2 4.4
<u>Maydays by the Numbers</u> , Mayday Project, by Don Abbott	All
<u>Mayday Communications Clues</u> , Donald Abbott, Firehouse Magazine, Feb. 1, 2018	All
Post Incident Analysis Reports, SFD	
	Ballard Rescue House Fire (02-05-2022)
	Greenwood Natural Gas Explosion (03/09/2016)
	Madison 3-11 (06/12/2022)
	Aurora Bridge MCI (09/24/2015)
	West Highland Dr. 2-11 (11/30/2021)
	North 48 Street Multiple Fatality Fire (9-2-2023)
SOGs, SFD	Including all corresponding command sheets and SOG Research Documents (if applicable)
	Defensive Fire (12-2-2020)
	Derelict Building (04-01-2021)
	Electrical Vault (04-29-2021)
	Fire in Building with Barricaded Suspect (10-24-2023)
	Fireground Communications (12-10-2019)
	General Command Operations (7-19-2024)
	General Fire Operations (8-15-2024)
	Hazardous Materials (04-19-2019)
	High-Rise (09-29-2020)
	Low-Rise (04-22-2024)
	Mayday (08-03-2019)
	Multiple Casualty Incident (09-07-2023)
	Natural Gas (01-26-2024)
	Rapid Intervention Team (08-06-2019)
	Rescue - Elevator (05-07-2019)
	Rescue - Rope (03-10-2023)
	Rescue - Water (01-17-2022)
	Rescue Extrication - Vehicle (09-06-2022)
	Scene of Violence (01-17-2022)
	Single-Family Residence (10-12-2023)

Training Guides Manuals, SFD	
	#08-04 Limited Access Roadway
	#08-05 Vehicle Collision Investigation and Preventability
	#18-08 Search - Single Family Residence
	#18-08 Search - Single Family Residence - Appendix A
UL Fire Safety Institute	Technical Reports only - videos are not assigned.
	Analysis of the Coordination of Suppression and Ventilation in Multi-Family Dwellings - Chapter 5 "Tactical Considerations"
	Analysis of the Coordination of Suppression and Ventilation in Single-Family Homes - Chapter 5 "Tactical Considerations"
	Study of Residential Attic Fire Mitigation Tactics and Exterior Fire Spread Hazards on Fire Fighter Safety - Chapter 10 "Tactical Considerations"
	Understanding and Fighting Basement Fires – Chapter 6 “Tactical Considerations”
	The Science of Fire and Explosion Hazards from Lithium-Ion Batteries - All
EMERGENCY MEDICAL SERVICES	
<u>Emergency Care and Transportation of the Sick and Injured</u> , 9th Edition, AAOS, Jones and Bartlett Publishers	Chapter 3 (Excluding "You are the Provider" sections)
Seattle and King County 2023 EMT Patient Care Guidelines	Pages 5-57, 62 -70, 72-77, 79 – 122
Standing Orders, SFD	
	EMT Intramuscular Naloxone Administration (02-17-2023)

LEADERSHIP, MANAGEMENT, COMMUNICATION, DIVERSITY, TEAMWORK	
<u>A Guide to Managing Stress for Disaster Responders and First Responders</u> , Substance Abuse and Mental Health Services Administration (September 2022)	All
<u>After Trauma: Lessons on Overcoming from a First Responder Turned Crisis Counselor</u> , by Ali W. Rothrock, Broadleaf Books, (April 12, 2022)	All
<u>Both Sides of the Fire Line: Memoir of a Transgender Firefighter</u> , Bobbie Scopa, Chicago Review Press (2022)	All
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2nd Edition, by Patterson, Grenny, McMillan, Switzler (2012)	All (Excluding all sections which are highlighted in shaded boxes or begin with "My Crucial Conversation" or "Vital Smarts" and references to online learning module)
<u>Effective Supervisory Practices: Better Results Through Teamwork</u> (Municipal Management Series) 4th Edition, by Scot Wrighton (August 1, 2005)	Chapters 1-5, 8-11, 17
<u>Fire and Emergency Services Company Officer</u> , IFSTA 6th Edition	Chapters 1, 2 (Up to page 32 and excluding Fire & Emergency Services Organization), 3, 4 (Up to page 86), 6 (Up to page 139, excluding "Budget Process"), 7, 8, 9 (Start at 228, Excluding charts), 10 (Excluding Table 10.1), 11 (Excluding pages 316 grey box "NFPA 1710", and 321 "On Scene report")
<u>Fire Under Control: Core Principles of Structural Firefighting</u> , by Steve Bernocco, Fire Engineering Books (2020)	All
<u>Is Everyone Really Equal?</u> , 2nd Edition, by Sensoy, DiAngelo, and Banks (2017)	All

<u>It's Your Ship: Management Techniques from the Best Damn Ship in the Navy</u> , 10th Anniversary Edition, by D. Michael Abrashoff (Hardback, 2012)	All
Racial Wealth Divide in Seattle, Prosperity Now (2021)	All
<u>Sexual Harassment Prevention Training Manual for Managers and Supervisors</u> , Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D (2005)	All
<u>The Leader's Guide to Unconscious Bias: How To Reframe Bias, Cultivate Connection, and Create High-Performing Teams</u> , by Pamela Fuller, Mark Murphy, Anne Chow, Simon & Schuster (2020)	All
<u>Workplace Bullying, Emotional Abuse and Harassment in Fire Departments</u> , John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018	Sections 1-8, 10 (Excluding all tables.)
ADMINISTRATIVE	
Local 27 Union Contract (Effective 1-1-2022 through 12-31-2026)	Articles 5 - 10, 13 - 15, 20
Memos, SFD	
	No. 110-20 Social Media Policy for Local 27 Members
	No. 149-24 Emergency Staffing Mode Extended Period – Extended
Outline of the Command Job, Fire & Police Exams Unit (Rev. 11-2-2018)	All

Policies and Operating Guidelines, SFD (Revised July 2023)	Including all Policies that relate to the Guidelines listed below
	Volume I
	1000 – 1002
	1005
	P 1007
	2001: Pages 2001-1 through 2001-34 (up to “Use of Forms”), 2001-45 (starting with “Notice of Violation (Form 313)”) through 2001-78
	3002 – 3006
	3008
	3010 (Excluding Funeral/Memorial Support Matrix 3010-8 to 3010-12)
	3011-3017
	4001
	4003-4007
	Volume II
	P 5000
	5001
	5003-5005
	5007: Pages 5007- 1 through 5007-9 (up to "Activation and Initial Staffing")
	5010-5015
	5016 (Excluding PIAs)
	5018-5020
	5501
	5502 (Excluding charts on 5502-6 and 5502-7, and any references to AIR9)
	5505 - 5510
	6002-6011
	7002
	7004 (Pages 1-3, excluding all charts)
	7005-7007
	7008 (Pages 1-2, up to and excluding “Optional Items”; and 19 - 23)
	8009
	9000
	9001
	9006