

**SEATTLE DEPARTMENT OF HUMAN RESOURCES**

**PROPOSED EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT**

**Date: 11/14/2018**

The tentative exam application filing dates are January 2–16, 2019. The written examination for Fire Lieutenant will be held on Saturday, March 16, 2019 (location and time to be announced).

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 to the Fire and Police Exams Unit (via email to: [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)).

NOTE: Reference material issued after December 30, 2018, will NOT be included in this examination.

Candidates who pass the written examination will be scheduled for the oral portion of the examination (assessment center), tentatively scheduled for June 1 – June 2, 2019 (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 Lieutenant, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

Please contact the Seattle Department of Human Resources Fire & Police Exams Unit at [Yoshiko.gracematsui@seattle.gov](mailto:Yoshiko.gracematsui@seattle.gov) 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:

<b>SOURCES TITLE</b>	<b>CONTENTS</b>
<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	All (excluding Chapter 4 and Appendices)
CBT Online & Standing Orders	<ul style="list-style-type: none"> <li>• Online module on Medical and Legal issues, BLS-2015.</li> <li>• <b>Standing Orders:</b> <ul style="list-style-type: none"> <li>○ Stroke &amp; Flowsheet</li> <li>○ CPR</li> <li>○ Long Board</li> <li>○ IM Epinephrine Administration</li> </ul> </li> </ul>
<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 and begin with "My Crucial Conversation:")
Dispatches, SFD	Dispatch 14-18 Fire Watch Policy
	Dispatch 16-18 Rapid Intervention Team Dispatch Changes
	Dispatch 18-18 Requesting SPD Assistance
	Dispatch 19-18 SOG Publications

<u>Emergency Response Guidebook</u> , 2016	Inside front cover and pages: 1, 4-9, 289-292, 294-295, 346, 354, 358-373
<u>Fireground Support Operations</u> , IFSTA 1st Edition	Chapters 4, 5, 6, 7, 8 (excluding sections "Louver Vents," "Center-Rafter Cut" and "Dicing" on pages 189-191) and 10
<u>Fire and Emergency Services Company Officer</u> , IFSTA 4th Edition (2007):	Chapters 1, 2, 3, 4, 5, 6, 12, 13, 15, 22, 26, and 29
<u>Is Everyone Really Equal?</u> 2nd Edition by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8 Excluding "Perspective Checks", "Discussion Questions", "Extension Activities"
Local 27 Union Contract	Articles 6, 7, 10, 13, 14, 15
<u>Policies and Operating Guidelines</u> , SFD REV: July 2018	All Policies that relate to the Guidelines listed below:
	<b>Volume I:</b>
	1000 - Authority
	1005 - Media Relations
	2001- Fire Prevention Inspection Manual  Pages 2001-1 through 2001-26; 2001-31 (starting at "Complaints") through 2001-34 (up to "Use of Forms"), 2001-55 (starting with "Adult Family Homes/Family Child Day Care Homes") through 2001-89
	3001 - Cadet Program
	3002 - Peer Support and CISM Team
	3003 through 3006
	3008 - Personnel Rules and Regulations
	3010 - Serious Injury or Death (excluding Funeral/Memorial Support Matrix 3010-8 to 3010-12)
	3011 - Discipline
	3012 - Drug and Alcohol
	3013 – Transfer of Personnel
	3014 - Staffing
	3015 - Vacations
	3016 - Uniformed Probationary Employees
	3017 - Race and Social Justice Initiative
	4001 - Management Information Systems
	4004 - Radio Communication Procedures
	4007 – Communications Equipment
	<b>Volume II:</b>
	5001 - Aid and Medic Responses
	5003 through 5005

	5007 - Disaster Management Pages 5007- 1 through 5007-9 (up to "Activation and Initial Staffing")
	5008 - 5016
	5018 - 5020
	5501 - Adverse Weather
	5502 – Air Program (excluding charts on 5502-6 and 5502-7)
	5505- Company Records (excluding “Record Filing Systems” 5505-2 through 5505-4)
	5506 - 5507
	5509 - Watch Duty
	5510 Ride-Alongs
	6002 - 6011
	7002 - Equipment
	7004 – Inventories for Apparatus Pages 7004-1 through 7004-3, excluding inventory list
	7005 - 7007
	7008 – Uniforms and Grooming Pages 7008-1 and 7008-2 up to Uniform Classes, and pages 7008-18 through 7008-21
	8006 - Training Requirements and Records
	8009 – Driver/Operator Training
	9001 – Spill Response and Reporting
Post Incident Analysis Reports	16th Ave SW Derelict Building Fire, 2/25/2017
	Yesler Terrace 2-11, 11/4/2017
	West Seattle Fatality Fire, 1/15/2018
	E Denny Way 2-11 Apartment Fire, 8/4/2017
	Meridian 3-11 Apartment Fire, 8/5/2017
	Greenwood Natural Gas Explosion, 3/9/2016
<u>RSJI Binder</u> , City of Seattle	Section B -- Overview
<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
SOGs & Command Sheets	1001 – General Command Operations
	1002 – General Fire Operations
	1003 – Single Family Residence
	1005 – High-Rise
	1006 – Derelict Building
	1007 – Electrical Vault
	1008 - Low/Mid-Rise Multi-Family * Pending Approval
	1009 – Hydraulics * Pending Approval
	1010 - Rapid Intervention Team
	1011 – Mayday * Pending Approval
	2001 – Scenes of Violence

	3001 – Natural Gas
	4001 – Rescue Extrication - Vehicle
<a href="#"><u>Structural Fire Fighting Strategy and Tactics</u></a> , 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders (2008)	All (excluding page 42 “Evaluating a Specific Property” through page 50 up to “What Structures are Preplanned” and excluding page 220 “Calculating Staffing Needs” through page 225; also excluding all “Scenarios,” “Figures,” “Tables,” and “Suggested Activities” throughout the entire book)
Training Guides Manual, SFD	08-04 - Limited Access Roadways
	08-05 - Vehicle Collision Investigation
	09-01 - Fireground Hydraulics
	09-02 - Hydrant Supplies
	10-12 - Stokes Rescue Operations
	18-06 - Transitional Attack
	18-07 - High-Rise Operations
	18-08 - Search – Single Family Residence
<a href="#"><u>Workplace Bullying, Emotional Abuse and Harassment in Fire Departments</u></a> , John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018	Sections 1-8, 10 excluding all tables.