

**THE CITY OF SEATTLE PERSONNEL DEPARTMENT
EXAMINATION BIBLIOGRAPHY FOR FIRE BATTALION CHIEF**

Proposed: November 22, 2013

The written examination for Fire Battalion Chief will be held on Saturday, April 12, 2014, at a location to be determined. The exam application filing period will be January 6-17, 2014. See attached "Outline of the Command Job" for general scope of promotional examination. A bibliography of study material on which the written examination will be based includes the following:

Bibliography Source	Pages/sections
<u>Effective Supervisory Practices</u> , 4th Edition, ICMA International City/County Management Association	All
<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	All (excluding all "Tables" and Appendices)
<u>Emergency Care and Transportation of the Sick and Injured</u> , 9th Edition, AAOS, Jones and Bartlett	Pages 71-85
<u>Fire Administration I</u> – 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")
<u>Fire and Emergency Services Company Officer</u> , 4th Edition, IFSTA	Chapters 1, 4, 5, 7, 8, 10, 13, 14, 15, 19, 26, 32
<u>Fireground Strategies</u> , 2nd Edition – by Anthony Avillo	All (excluding all Exhibits, Figures, Graphics, Case Studies, Scenarios, and Questions for Discussion in all Chapters and excluding the Conclusion on pages 661-669)
<u>Fire Ground Survival</u> , Student Manual, IAFF	Chapter 5
<u>Local 27 Union Contract</u>	Articles 7, 8, 10, 13, 14, 22
<u>Local 2898 Union Contract</u>	Articles 4, 5, 7, 8, 9, 12, 13, 14, 20
<u>Race and Social Justice Initiative</u> , 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)
<u>SFD Policies and Operating Guidelines</u> - Volume 1	Operating Guidelines: 1000 - Authority, 1001 - Correspondence, 1005 - Media Relations
	2001.15 - Compliance and Enforcement
	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 4004.23 Appendix 1 Communication Phrases and Terms, 4004.26 Appendix 2 SFD Radio Signatures, and 4005.10 Appendix 1 Channel Assignments
<u>SFD Policies and Operating Guidelines - Volume II</u>	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
	AND all Policies that relate to the above Guidelines
<u>Safety Standards for Firefighters 296-305 WAC</u> (Online edition dated 2/19/13 - note that for all sections with January 1, 2014 effective dates the 2014 updates will be used)	All sections excluding 01002, 01005, 01009, 01515, 01517, 02009, 02011, 02012, 02013, 04511, 05009, 05011, 05013, 05503, 06007, 06501, 07003, 07005, 07007, 07009, 07011, 07013, 07015, 07017, 07019, 08000)
<u>Seattle Fire Code, 2009</u>	Chapter 1 (excluding Pages 9-14, Sections 105.6 through 105.7.14); Chapter 10 - Section 1030
<u>SFD Directives/Tactical Considerations*</u>	Basement Fire - Tactical Considerations (11/6/12) and Fire Dynamics - Tactical Considerations (6/3/13)
<u>SFD Published Post Incident Analysis Reports (for oral board only)</u>	Greenwood House Fire PIA Final (2/29/12)
	Dravus House Fire PIA Final (12/9/11)
	Arbor Heights PIA Final (8/27/11)
	Magnolia House Fire Incident Overview (11/25/10)
	Beacon Hill Fire Incident Overview Final (8/4/10)
	Greenwood 3-11 Final Overview (10/23/09)
	Oxford Crest Apartments Incident Overview (10/5/08)
<u>SFD Training Guides Manual</u>	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)
<u>SFD Occupancy Based Firefighting</u>	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
	Single Family Residences - Ventilation Supplement
	Defensive Fire Operations
<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.	All

<u>2012 Emergency Response Guidebook</u> (for oral board only)	All
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NOTE: Reference material issued after January 12, 2014, 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 2 – 6, 2014 (candidates may need to attend more than one day during this period).*** The oral 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 Battalion Chief, information from the Promotion Development Committee who serve as subject matter experts, and the reading materials in the bibliography.

***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 (EMAIL: Colleen.Lafferty@Seattle.gov). Please contact the Personnel Department Fire & Police Exams Unit at 615-0581 if you have any questions on the bibliography or the exam process.**