

SEATTLE DEPARTMENT OF HUMAN RESOURCES

PROPOSED EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT

Date: 11/4/2020

The tentative exam application filing dates are January 5–19, 2021. The written examination for Fire Lieutenant will be held on Saturday, March 6, 2021 (location and time(s) to be announced). The Oral Board/Assessment Center is tentatively scheduled for June 5 – June 6, 2021. Examination dates, times, and locations are tentative and may be changed in compliance with the current COVID-19 public health guidelines.

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 & Police Exams Unit (via email to: yoshiko.gracematsui@seattle.gov). Comments must be received before 1200 on Friday, December 4, 2020 to be considered.

Candidates who pass the written examination will be scheduled for the Oral Board/Assessment Center. Candidates must attend all portions of the Oral Board/Assessment Center to be placed on the Register. The Oral Board/Assessment Center exercises are based on 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 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:

SOURCE TITLE	CONTENTS
<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	Chapters 3, 5 (pages 104-122 only), 6 - 10, 12 (Excluding Appendices.)
<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:", "Vital Smarts" and references to online learning module.)
Dispatches, SFD	All current dispatches.
<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.)
<u>Emergency Response Guidebook</u> , 2016	Inside front cover and pages: 1, 4-9, 289-292, 294-295, 346, 354, 358-373 (Excluding Blevie table on 369.)
<u>Fire and Emergency Services Company</u>	Chapters 1, 2 (Up to page 32 and excluding Fire & Emergency Services Organization), 3, 4 (Up to page 86), 5, 6 (Up to page 139, excluding "Budget

Officer, IFSTA 6th Edition.	Process”), 7, 8, 9 (Excluding pages 218-221, Table 9.1 and page 246, Table 9.2) 10, (Excluding Table 10.1), 11 (Excluding pages 321 “On Scene report”), 14. **A limited number of 6 th edition copies are available to check-out from Training Division. All station libraries will receive a copy by Dec. 15, 2020.
How to be an AntiRacist. 1 st Edition, One World Publishing. Ibram X. Kendi (2019)	All (Excluding intro and acknowledgements.)
Is Everyone Really Equal? 2nd Edition by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8 (Excluding “Discussion Questions” and “Extension Activities”)
Local 27 Union Contract (Effective January 1, 2019 through December 31, 2021)	Articles 5, 6, 7, 9, 10, 13, 15
Policies and Operating Guidelines, SFD REV: SEPTEMBER 2020	All Guidelines listed below and all Policies that relate to them.
	Volume I:
	1000 – Authority
	1005 - Media Relations
	1007- Code of Conduct
	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
	3002 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
	4003- Response Guidelines
	4004 - Radio Language Protocols
	4005 - Radio Procedures
	4006- Radio, Channels, Zones, Usage
	4007 - Communications Equipment

	Volume II:
	P 5000 – Standard Operating Guide
	5001 - Aid and Medic Responses
	5003 through 5005
	5007 - Disaster Management Pages 5007- 1 through 5007-9 (up to "Activation and Initial Staffing")
	5010 - 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, and company library list.)
	5506 - 5507 (Exclude flag image on 5506-3)
	5509 - Watch Duty
	5510 - Ride-Alongs
	6002 - 6011
	7002 - Equipment
	7004 – Inventories for Apparatus Pages 7004-1 through 7004-3, excluding inventory list(s)
	7005 - 7007
	7008 – Uniforms and Grooming Pages 7008-1 and 7008-2 up to Uniform Classes, and pages 7008-18 through 7008-21
	8003 - 8004
	8006 - Training Requirements and Records
	8009 – Driver/Operator Training
	9001 – Spill Response and Reporting
	9006 – Regulated Pharmaceutical Waste
Post Incident Analysis Reports	
	Aurora Bridge MCI - 09/24/2015
	Greenwood Natural Gas Explosion- 03/09/2016
	Green Lake Plaza Fire - 05/12/2011
	Homeless Camp MCI - 01/26/2016
	Meridian 3-11 Fire - 08/5/2017
	SB I-5 at I-90 HazMat Rollover - 02/27/2017
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 62 -70, 72-77, 79 – 122. A pdf of this article is available on the Fire Exams page in SFD Sharepoint. Please click the blue underlined link and the document should download.
Sexual Harassment Prevention Training Manual for Managers and Supervisors, Third	All

Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D (2005)	
SOGs, SFD Including command sheets (CS) and/or other materials listed.	
	General Fire Operations
	General Command Operations
	Single Family Residence – CS, SOGRD -SFR Engine, SOGRD SFR Ladder
	High-Rise – CS and SOFRD High-Rise
	Derelict Building – CS
	Defensive Fire
	Electrical Vault – CS
	Rapid Intervention Team – CS and SOGRD-RIT
	Fireground Communications
	Scenes of Violence - CS, Diagram, and SOGRD Scene of Violence
	Natural Gas – CS and Diagram
	Rescue Extrication – Vehicle – CS
	Rescue – Elevator – SOGRD Rescue-Elevator
	Rescue – Water – CS and SOFRD Rescue – Water
	Mayday – CS and SOGRD Mayday
	Hazardous Materials – CS, Diagram, and SOGRD HM
Standing Orders	
	“SFD Stroke Guideline 04-24-2018.pdf” (Exclude sections “Paramedic Evaluation” and “Paramedic Treatment”)
	“StrokeFlowsheet_v3.pdf”
	“Spinal Immobilization Guideline 10.7.2015.pdf”
	“IM EPI Training.pptx”
<u>Structural Fire Fighting Strategy and Tactics</u> , 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders (2008)	Chapter 1 (pages 9-21), 5 (pages 124-127), 6, 7, 8 (194-204), 9 – 11. (Excluding all “Scenarios”, “Figures”, “Tables”, and “Suggested Activities”)
Training Guides Manuals, SFD	
	08-04 - Limited Access Roadways
	08-05 - Vehicle Collision Investigation
	09-02 - Hydrant Supply (including Supply Flow Chart)
	10-4 - Structural Collapse and Emergency Building Shoring (pages 1 – 8 only)
	18-06 - Transitional Attack
	18-08 - Search – Single Family Residence (including Appendix A: Room Search)
<u>Workplace Bullying, Emotional Abuse and</u>	Sections 1-8, 10 (Excluding all tables.) This is a linked document. Please click the blue underlined link and the document should download.

<u>Harassment in Fire Departments, John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018</u>	
<u>Equal Treatment in the Fire Service? Tracy Whitten, FireRescue Magazine (2018)</u>	All. A pdf of this article is available on the Fire Exams page in SFD Sharepoint. Please click the blue underlined link and the document should download.
<u>Making U.S. Fire Departments More Diverse and Inclusive. Corinne Bendersky, Harvard Business Review (2018)</u>	All. A pdf of this article is available on the Fire Exams page in SFD Sharepoint. Please click the blue underlined link and the document should download.

OUTLINE OF THE COMMAND JOB - FIRE LIEUTENANT

Supervising Tactics at Scene of Emergency: Knowledge

- Knows department tactics
- Understands national standards for Incident Command System (ICS)
- Has a working knowledge of building construction

Knows and Uses the Basic Tactical Procedures

- Fires, hazardous materials incidents, marine response incidents, multiple casualty incidents, heavy rescue incidents, and emergency medical services (EMS) responses
- Firefighter emergencies
- Proper radio procedures

Supervising Tactics at Scene of Emergency: Decision-Making in the Field

- Develops appropriate emergency scene strategy
- Implements tactics to support strategy
- Implements national standards for Incident Command System (ICS)
- As first company to a scene, makes appropriate size up and initial decisions
- As a later-arriving company, supports initial actions and makes necessary adjustments
- Gives concise clear commands
- Accountable for assigned personnel at emergency scene
- Knows limitations of personnel
- Adapts to changing situations

Work Unit Management

- Personnel under this person's supervision work effectively to accomplish objectives
- Facility and equipment are properly maintained
- Organizes and schedules work to accomplish Department programs
- Takes initiative to solve problems in day-to-day operations

Supervision of Personnel

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Gives clear, understandable instructions, explaining objectives and expectations
- Gives feedback on performance
- Effectively deals with performance problems
- Delegates tasks while maintaining responsibility, taking into account strengths of each team member
- Consistently administers departmental policies and procedures
- Sensitive to needs of subordinates
- Expresses concerns of subordinates to upper management
- Communicates effectively with all individuals
- Demonstrates cultural competence (RSJI)

Emergency Medical Response

- Maintains EMT skill level and certification
- Ensures that all appropriate safety precautions are taken on aid runs
- Takes appropriate actions on scene
- Deals effectively with patients and family members at scene of emergency

Writing Reports and Maintaining Records

- Uses appropriate forms and technology platforms - knows purpose of forms
- Reports and correspondence are organized, accurate, and well written
- Reports and correspondence are prepared within required timeframe
- Keeps files and records up-to-date

Fire Prevention Inspections

- Working knowledge of required inspections
- Completes inspections within required timeframes
- Able to identify hazardous processes or conditions requiring permits or correction of violation
- Can apply information found in reference materials in order to make thorough inspections of all occupancies
- Follows up and takes responsibility for quality of inspections done by Firefighters in buildings, public assemblies, or other sites
- Stays current on knowledge of code requirements and other fire prevention inspection programs

Dealing with Public Fire Prevention

- Enforces code in a positive manner, explaining safety needs and consequences
- Communicates persuasively, generating positive support of fire prevention
- Promotes good public relations by conducting thorough, consistent inspections
- Handles public complaints or objections in a professional manner

Training

- Conducts effective training sessions
- Adheres to Department safety standards
- Completes required training and documentation
- Able to correct weakness in performance among individuals

Working Within Chain of Command

- Communicates effectively with supervisors
- Communicates effectively with subordinates
- Cooperates and communicates effectively with other officers
- Supports management requirements and objectives; does not speak negatively about policies or management
- Positively responds to changes in priorities

Time Management

- Accomplishes work by setting and following efficient priorities
- Re-prioritizes work as necessary
- Plans ahead

Physical Fitness

- Maintains physical fitness
- Sets good example on maintaining physical fitness

Commitment to the Department

- Committed to excellence
- Demonstrates commitment to Department's mission, vision, and values