

SEATTLE DEPARTMENT OF HUMAN RESOURCES

EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT

FINAL: December 16, 2016

The written examination for Fire Lieutenant will be held on Saturday, March 18, 2017. The exam application filing period will be January 2 – 13, 2017 (information on how to apply online will be distributed via Outlook email to all SFD members prior to the application filing period). See attached “Outline of the Command Job” for general scope of promotional examination. A bibliography of study material on which the written examination includes the following:

Bibliography Source	Pages/Sections
<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	All, excluding Chapter 4 and Appendices
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2nd Edition, Patterson, Grenny, McMillan, Switzler	All, excluding all sections which are highlighted in shaded boxes and begin with "My Crucial Conversation:"
<u>Emergency Care and Transportation of the Sick and Injured</u> , 9th Edition, AAOS, Jones and Bartlett Publishers	Chapters 3 and 8
Emergency Response Guidebook, 2016	Inside front cover and the following pages: 1, 4-9, 289-292, 294-295, 346, 354, 358-373
<u>Fire Administration I</u> – by Randy R. Bruegman	Chapter 1 (pgs 1 - 36 stopping at "Advice from Experts"); Chapter 3 (pgs 106 "The Hawthorne Effect" through 135 stopping at "Advice from Experts"); Chapters 4 and 5; Chapter 6 (Pgs 235 through 240 stopping at "Identifying Ethics Codes"); Pgs 245 "Modeling Ethical Behavior" through 256 stopping at "Ethics, Politics, and Leadership"; Pgs 275 "Making Ethics a Core Value" through 277 stopping at "Advice from Experts"; Chapter 7 pgs 283 through 298 stopping at "Measuring Your Leadership Style" and pgs 303 through 330; Chapter 10
<u>Fire and Emergency Services Instructor</u> , IFSTA 7th Edition	Chapters 7, 8, 9, 10
<u>Fire Ground Survival</u> , Student Manual, IAFF	Pages 9 - 21, 43-53
<u>Fireground Strategies</u> , by Anthony Avillo, 2nd Edition	All - excluding Chapter 3, and all Case Studies, Scenarios, and Questions for Discussion in all Chapters, and excluding the Conclusion on pages 661-669
<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
Information Bulletins (Client Assistance Memos), SFD	CAM #5965: “Key Boxes for Emergency Access”
	CAM #5991: “Fire Watch”
	CAM #5022: “Recreational and Cooking Fire Regulations”
	CAM #5032: “Fire Inspections for Clubs and Entertainment Establishments”

Local 27 Union Contract, Effective 1/1/15 through 12/31/18	Articles 5, 6, 7, 10, and 13
Policies and Operating Guidelines, SFD REV: December 2016	Policy 1003, Policy 5000 (11/14/16), and all corresponding Policies to the Guidelines listed below
Edit sent out 12/21/2016	Volume I:
	1000 - Authority
	1005 - Media Relations
	2001-1 through 2001-26 (only up to "Operational Permits"); and 2001-32 (starting at "Criminal or Civil Complaint") through 2001-35 (through "Use of Forms.")
	2001-1 through 2001-26; and 2001-31 (starting at "Complaints") through 2001- 34 (up to "Use of Forms")
	3001 - Cadet Program
	3002 - Peer Support and CISM Team
	3003 through 3006
	3008 - Personnel Rules and Regulations
	3010 - Serious Injury or Death
	3011 - Discipline
	3012 - Drug and Alcohol
	3015 - Vacations
	3016 - Uniformed Probationary Employees
	3017 - Race and Social Justice Initiative
	4001 - Management Information Systems
	4003 - Response Guidelines
	4004 - Radio Communication Procedures
	4005 - Communications Equipment
	Volume II:
	5001 - Aid and Medic Responses
	5003 through 5005
	5006 Multiple Alarm Response Plan
	5007-1 through 5007-8 (up to "Activation and Initial Staffing")
	5008 - 5016
	5018 - 5020
	5501 - Adverse Weather
	5502 (excluding charts on 5502-5 and 5502-6)
	5505-1- up to "Record Filing Systems," 5505-5 and 5505-6.
	5506 through 5507
	5509 Watch Duty
	5510 Ride-Alongs
6002 through 6011	
7002 - Equipment	
7004-1 through 7004-3, excluding inventory list	
7005 through 7007	
7008-1 and 7008-2 up to Uniform Classes, and pages 7008-18 through 7008-22	

	8006 - Training Requirements and Records
Post Incident Analysis Reports	MT. BAKER FATALITY HOUSE FIRE (8/17/14); BOYLSTON HOTEL APARTMENTS FIRE - MCI (9/7/15); SPU SHOOTING MCI (6/5/14); ALKI 2-11 APARTMENT FIRE (11/29/14); DENNY TERRACE APARTMENT FIRE (12/13/14); BELL TOWER APARTMENT FIRE (9/27/13)
Safety Standards for Firefighters 296-305 WAC	1005, 1509, 1511, 1513, 2019, 2501, 4503, 4510, 5002, 6505
Seattle and King County 2015 EMT Patient Care Protocols, Public Health-Seattle & King County	All, excluding pages 62-67, 71-74, 78, 93-94, 104-105, 124-126 from Final Disposition Options, 128-142
Seattle Fire Code, 2012	Chapter 1: All (excluding Sections 105, 108, 111, 112, 113)
	Chapter 3: All (excluding Sections 318, 319, 320)
	Chapter 5: All (excluding Sections 507 and 510)
	Chapter 6: Table 609.3.3.1 only
	Chapter 9: Section 901 only
	Chapter 10: Section 1030 only
	Chapter 33: 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	All
Standard Operating Guidelines, SFD - and corresponding Command Sheets	MEMORANDUM 149-16
	M149-16 Attachment_SOG - General Fire Operations
	M149-16 Attachment_SOG - General Command Operations
	DISPATCH 12-16
	D12-16_P-5000 Standard Operating Guideline (SOG) (Rev. 11/14/16)
Training Guides Manual, SFD	#01-01 FIREFIGHTING FOAM OPERATIONS, APPARATUS & EQUIPMENT
	#03-02 AERIAL LADDER OPERATIONS
	#07-02 SCOTT AIR-PAK X3® SCBA (pages 41-42)
	#08-01 EMERGENCY VEHICLE INCIDENT PREVENTION (pages 1- 16)
	#08-04 FREEWAY, LIMITED ACCESS ROADWAY & HIGH SPEED ARTERIAL RESPONSE
	#10-04 STRUCTURAL COLLAPSE AND EMERGENCY BUILDING SHORING revised September 2016 (Pages 1-23, 31-37)
	#10-05 TRANSPORTATION AND MACHINERY EXTRICATION (pages 1-12)
	#10-05 C EXTRICATION - HYBRID/ELECTRIC VEHICLES
	#10-07 SURFACE WATER RESCUE – AWARENESS LEVEL
	#17-05 NERVE AGENT EXPOSURE RESPONSE AND TREATMENT
	#18-07 HIGH-RISE OPERATIONS
	#20-02 ELECTRICAL SAFETY FOR FIRE FIGHTERS

Candidates who pass the written examination will be scheduled for the oral portion of the examination, **tentatively scheduled for May 30-31, 2015**. The oral examination/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 Lieutenant, information from the Promotion Development Committee whose members serve as subject matter experts, and the reading materials in the bibliography.

Please contact SDHR Fire & Police Exams Unit at 615-0581 (or email Jessica.kennedy@seattle.gov) if you have any questions on the bibliography or the exam process.

Attached: Outline of the Command Job