

**SEATTLE DEPARTMENT OF HUMAN RESOURCES
EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN 2018**

Proposed: December 5, 2017

The written examination for Fire Captain will be held on Friday, April 6, 2018, at a location to be determined. The exam application filing dates will be January 2–16, 2018.

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).

NOTE: Reference material issued after December 30, 2017, 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 May 7 – May 11, 2018 (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 Captain, 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 and Police Exams Unit at 615-0581 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
Building Construction for the Fire Service, 4th Edition, by Francis Brannigan, NFPA	Chapters 2, 3, Chapter 5 pages 91 – 127 “Today’s Fire Loads”
Crucial Conversations - Tools for Talking When Stakes are High 2nd Edition, by Patterson, Grenny, McMillan, Switzler	All
Effective Supervisory Practices, 4th Edition, ICMA	Chapters 1, 3 -5, 9-12, 16, 17, and excluding figures and situations
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett Publishers	Chapter 3
Emergency Response Guidebook, 2016	Inside cover, pages 1-5, 14-19, 285-291, 356-360, 368-371, AND entire book for oral exam
Fire and Emergency Services Company Officer, 4th Edition, IFSTA	Chapter 3 (pages 62-68), Chapter 4 (pages 78-92), Chapters 5, 7, 10, 12, 21, 29

Fire and Emergency Services Instructor, 7th Edition, IFSTA	Chapters 1-4, 7-10, 12
Fireground Strategies, 2nd Edition, by Anthony Avillo	All (excluding Chapter 3, and excluding all Case Studies, Scenarios, & Questions for Discussion in all Chapters, and excluding the Conclusion on pages 661-669.)
Fire Ground Survival, Student Manual, IAFF	Chapters 3, 5, excluding Case Studies and shaded boxes, and omit pages 84-88
Fireground Support Operations, 1st Edition, IFSTA	Chapters 3, 4, 6, 7, 8, 9
Local 27 Union Contract	Articles 5,6,7,8,10,13,15,20
Occupancy Based Firefighting, SFD	Chapter 1 Single-Family Dwellings
	Single Family Residence Ventilation
	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 (omit pages 21-24)
Policies and Operating Guidelines, SFD (Rev. 11/2/2017)	All Policies that relate to the Guidelines listed below:
	Volume I:
	1000 (excluding 1001.7 -- 1001.12)
	1005
	1007
	2001 (excluding 2001.114 starting at "Company Inspection Assignments" -- 2001.119)
	2002
	3000 (excluding 3002, 3006, 3010.8 funeral support matrix, 3014)
	4001 (excluding 4003.4, Appendix 1)
	Volume II:
	5001
	5003 through 5005
	5007.1 – 5007.5 (up to and excluding "Implementation of Authority")
	5008-5010
	5011.1 – 5011.24 (up to and excluding "Logistics")
	5012-5016
	5018
	5501
	5502 (up to and excluding "South End Air Delivery Schedule")
	5505 - 5510
	6002 - 6011

	7005-7007
	9001
Post Incident Analysis Reports	Greenwood Natural Gas Explosion, 3/9/2016
	Boylston Hotel Apartments Fire- MCI, 9/7/2015
	Queen Anne Fatality House Fire, 12/17/2016
	U-District Derelict House Fire, 12/12/2015
Race and Social Justice Initiative, SFD – RSJI Materials (binder)	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	Tab F: Disparities 2011: Impacts of Institutional Racism
	Tab J: City of Seattle 2015-2017 RSJI Plan
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)
Safety Standards for Firefighters 296-305 WAC (February 2017)	All up to 07001
Seattle and King County 2015 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-76, 79- 92, 95-101
Seattle Fire Code, 2015:	Chapter 1 - Sections 101 - 105.3.9, 106 - 107.1, 109 & 110 Chapter 2 - Occupancy definitions Chapter 3 - Sections 301-305, 307-308, 311-317 Chapter 5 - Sections 503-508 Chapter 9 - Sections 905, 906.1 & 912
Sexual Harassment Prevention Training Manual for Managers and Supervisors, Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D	All
Training Guides Manual, SFD	#1-1 pages 1-13, #18-7, #18-6, #8-4
SOGS	General Command Operations; General Fire Operations; High-rise; Derelict Building; Electrical Vault
SFD Dispatches	12-17 (Technical Rescue Training Model for Rope & Confined Space), 14-17 (Seattle Fire Department and Miami Fire Department Disaster...), 16-17 (RE: GUIDELINES - COLLISION PREVENTION / MULTIPLE UNITS RESPONDING)
Structural Firefighting, 2nd Edition Klaene & Sanders	All (excluding page 42-50 “Evaluating a Specific Property” and “What Structures are Preplanned” and excluding page 220-225 “Calculating Staffing Needs” also excluding

	all “Scenarios,” “Figures,” “Tables,” and “Suggested Activities” throughout the entire book).
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OUTLINE OF THE COMMAND JOB - FIRE CAPTAIN

Emergency Scene knowledge and performance

- Knowledge and use of Department tactics cited in POG, SOG's, Training Guides and other reference materials as it relates to fires, hazardous materials incidents, marine responses, MCI's, rescue incidents, and EMS calls.
- Understands, implements and works within an effective Incident Command System (ICS) in line with national standards for IMS and SOG's.
- Familiar with structural and tactical problems in residential and commercial structures.
- Knowledge of building construction.
- Knowledge of problems and recommendations cited in Post Incident Analysis of past incidents.
- Knowledge and use of proper radio procedures.
- Ability to develop, implement and carry out appropriate emergency scene strategies and tactics.
- Complete a size-up, communicate a radio report and make initial decisions while operating as a first-in company to an emergency scene.
- Manage assigned resources and order additional resources as needed.
- Complete an independent size-up and Risk Benefit Analysis, and if needed, take over for the initial IC in line with Department Policy, Operating Guideline or Department training.
- Give clear and concise commands to subordinates.
- Demonstrate the ability to support a first-in company through communication, actions and recommend necessary adjustments.
- Account for assigned personnel through the Personnel Accountability System and proper radio procedures.
- Provide for safety of personnel by recognition of risk, understanding the limitations of personnel, equipment, and training.
- Ability to develop a Risk benefit analysis at the initial stages and throughout an incident and make decisions based on that assessment.
- Demonstrate the ability to adapt to changing situations at an emergency scene by addressing tactics, radio procedures and adjustment to the Risk Benefit Analysis.

Station Policy and Management

- Develop, maintain and revise Station policy to ensure safe and effective use of personnel, equipment and apparatus.
- Organize, schedule and monitor completion of required work, maintenance and duties to ensure apparatus, equipment and the station are ready and safe for use.
- Document monthly safety inspections and resolve outstanding issues.
- Report and monitor quarterly station performance and address work that is incomplete or below standard.
- Motivate personnel to accomplish assigned work on time.

Supervision of Personnel

- Train personnel to work effectively and efficiently.
- Assign or delegate work based on employee strengths, weaknesses or training needs.
- Promote effective station leadership through mentoring and leading by example.
- Motivates personnel to work as a team.

- Gives clear, understandable instructions, explaining objectives and expectations.
- Communicates expectations clearly and resolves performance issues through communication, training and progressive discipline.
- Consistent support of Department Policies and Operating Guidelines.
- Expresses concerns of subordinates to upper management.
- Sensitive to needs of subordinates. Ensures employees have the tools and training to be successful.
- Communicates effectively with individuals regardless of ethnic background, religion, or gender.
- Demonstrate a commitment to diversity. Be sensitive to unique concerns of women and minority group members.
- Builds teamwork and spirit de corps among station members.

Emergency Medical Response

- Ensure safety precautions are taken on EMS runs.
- Make decisions and assessments in line with the current Patient Care Protocols and training.
- Initiate, expand and build an ICS structure when necessary.
- Deal effectively with patients, family members, and first responders at scene of emergency.
- Order additional resources when needed.

Training

- Work with Training Division and Battalion Chiefs to ensure all crew members receive scheduled training and maintain certification(s).
- Schedule, coordinate, and/or deliver training to members to maintain skill levels.
- Ensure training is documented and meets or exceeds Department standards or expectations.
- Build communication and instructional delivery skills needed to be an effective Instructor.
- Develop training materials that are specific to the needs of the crew or Department when needed.
- Monitor Station performance through reviewing documented training records and PIA's and address Station deficiencies.
- Ensure Lieutenants know how to facilitate reservations of props or facilities necessary to train their crews.
- Assist subordinates in the development of training when requested.
- Adhere to Department safety standards and local, State or Federal laws.
- Addresses performance issues of crew through training.
- Works with Battalion Chiefs, when requested, to develop or train Lieutenants when deficiencies are noted.
- Demonstrate initiative to improve knowledge, skills, and abilities (Subscriptions, conferences, etc.)

Writing Reports and Maintaining Records

- Demonstrates the ability and knowledge to correctly fill out appropriate forms to complete work or requests appropriate to position.
- Organizes, maintains and ensures completion of files and records in compliance with State / local laws and Department policies.
- Write reports/ letters that are clear, concise, and accurate in compliance with Department policy or training.
- Complete run reports accurately (EMS or NFIRS) before the end of shift.

- Keep files and records up-to-date.
- Retain files per policy or applicable laws.
- Ensure crews read, initial and retain memos and Dispatches according to policy.

Commitment to the Department

- Communicate effectively with Battalion Chief.
- Communicates effectively with subordinates regarding policies and procedures.
- Support management objectives. Do not speak negatively about policies or management.
- Work with management to change policies or procedures when needed through effective communication.
- Respond to changes in Department priorities positively.
- Communicate effectively with Officers in the chain of command.
- Commit to excellence.
- Volunteer to participate in special Department projects and committees.

Time Management

- Plan ahead. Don't procrastinate.
- Budget time and schedule resources to complete work on time.
- Anticipate interruptions and problems. Re-prioritize work as necessary.

Fire Prevention Inspections

- Complete inspections within required timeframes.
- Demonstrate ability and knowledge to perform fire prevention inspections in compliance with Department policy, training and expectations.
- Able to identify hazardous processes or conditions requiring permits. Ensure occupants apply for required permits through established enforcement procedures.
- Work with the Fire Marshal's Office to gain compliance with the Fire Code when needed.
- Able to use Department Policy, Operating Guidelines and Fire Code to gain compliance with Fire Code violations through complete, effective fire prevention inspections, communication, required documentation and follow-up inspections.
- Train members how to conduct effective fire prevention inspections. Monitor and take responsibility for the inspections conducted by firefighters on crew.
- Communicate with responsible parties to gain voluntary compliance with Seattle Fire Code.
- Promotes good public relations by conducting thorough, consistent fire prevention inspections.
- Inspect complaints in a timely manner in compliance with Department policy.

Physical / Mental Fitness

- Set an example by maintaining physical fitness.
- Ensure members have equipment and time available to maintain physical fitness and conditioning.
- Monitor crew members and Officers for outward signs of stress or difficulties.
- Recommend referral to EAP or other Department resources when needed.
- Facilitate or recommend Critical Incident Stress Debriefing when appropriate.

