

**THE CITY OF SEATTLE PERSONNEL DEPARTMENT
PROPOSED EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN**

Final: January 10, 2014

The written examination for Fire Captain will be held on Saturday, April 12, 2014, at a location to be determined. The exam application filing period will be January 15-29, 2014. See attached “Outline of the Command Job” for the general scope of the promotional examination. A bibliography of study material on which the written examination will be based includes the following:

- Building Construction for the Fire Service, 4th Edition, by Francis Brannigan – Each chapter from the “Introduction” section up to (and **excluding**) “Wrap-Up” section; **excluding** Chapter 4, Chapter 5 - pages 91”Today’s Fire Loads” through page 127, and **excluding** all Appendices and Glossary
- Effective Supervisory Practices, 4th Edition, ICMA International City/County Management Association - Chapters 1, 4, 5, 7, 9, 10, 11, 12, 16, 17
- Emergency Care & Transportation of the Sick & Injured, 9th Edition, AAOS, Jones & Bartlett Publishers – Chapters 3, 8, 38 (**excluding** Tables 38-1 through 38-11)
- Fire and Emergency Services Company Officer, 4th Edition, IFSTA – Chapters 1-5; 7; 9 (pages 193-204); 10; 11 (pages 235-244, up to and **excluding** “Fire and Emergency Services Organizations: Purposes”); 12; 13 (pages 285-295 and 299-308); 19; 21; 22; 29; 31
- Fire and Emergency Services Instructor, 7th Edition, IFSTA – Chapters 1-4, 7-10, 22
- Fireground Support Operations, IFSTA, 1st Edition – Chapters 6, 7, 8, 9
- Local 27 Union Contract – Articles 5, 6, 7, 9, 10, 13, 15, 20
- Occupancy Based Firefighting, SFD:
 - 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
 - Defensive Fire Operations
- Race and Social Justice Initiative, 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)
- SFD Policies and Operating Guidelines –

Volume I:

1000 (**excluding** 1001.7 – 1001.12) - 1002

1005

2001.1 through 2001.41; **excluding** 2001.41 “Completion Instructions”; including 2001.45 “Notice of Violation (Form 313)” up to and **excluding** 2001.45 “Completion Instructions” through 2001.48; including 2001.50 “Occupancy Data File Folder (Form 229)” through 2001.90; **excluding** 2001.91 through 2001.121

2002

3003 - 3006

Volume I (continued):

3008
3011 - 3012
3013 (*excluding* 3013.6 – 3013.12)
3014
3016 (*excluding* 3016.7 up to 3016.8)
4001
4003 - 4004

Volume II:

5001
5003 – 5005
5007.1 – 5007.5 (up to and *excluding* “Implementation of Authority”)
5007.14 – 5007.15
5008-5010
5011.1 – 5011.27 (up to and *excluding* “Logistics”)
5012-5015
5018
5501
5502.3 “Delivery of Oxygen” through 5502.6
5507 – 5510
6002 – 6003
6005 – 6009
6011
7002.1 “Key Devices”
7002.4 “Scheduled Maintenance”
7002.7 “Nozzle Maintenance”
7004.1 – 7004.2
7005
7006
7007
9001
9005

AND all Policies that relate to the above Guidelines

- Safety Standards for Firefighters 296-305 WAC (Online edition dated 2/19/13): Sections effective January 1, 2014, including: 01501, 01503, 01505, 01509, 01511, 01513, 01515, 01517, 02001, 02002, 02004, 02017, 02019, 02501, 03002, 04001, 04501, 04503, 04505, 04507, 04510, 05000, 05002, 05004, 05101, 05103, 05105, 05107, 05109, 05111, 05113, 05502, 06001, 06006, 06008, 06503, 06505, 06507, 06509, 06513, 06515, 06517, 06519.
- Seattle Fire Code, 2009 – Chapter 1 all *excluding* sections 105, 108, 111, 112, 113; Chapter 3 all *excluding* sections 309, 317, 318, 319 ; Chapter 5 all *excluding* sections 507, 508 and 510; Chapter 6 *excluding* all but section 605 and Table 609.3.3.1; Chapter 9 - sections 901 and 906.1 only; Chapter 10 - section 1030
- Seattle and King County 2012 EMT Patient Care Protocols, Public Health-Seattle & King County: Pages 6-21 (*excluding* page 20 “Administer Aspirin” through end of page), 24-30, 35-70, 80-82, 87-88, 102-106, 111-113, 117-120, 124-137

- SFD Published Post Incident Analysis Reports:
 - Hotel Pool Drowning (6/30/13)
 - Greenwood House Fire PIA Final (2/29/12)
 - Dravus House Fire PIA Final (12/9/11)
 - Capitol Hill Fatality House Fire (10/16/11)
 - Arbor Heights PIA Final (8/27/11)
 - Ontario Motel Fire PIA Final (8/3/11)
 - Hilltop PIA Final (6/28/11)
 - Magnolia House Fire Incident Overview (11/25/10)
 - Fremont Fatality Fire (6/12/10)
- SFD Training Guides Manual – #1-1 (pages 1-13), #10-5C, #17-6 (pages 1-10)
- 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.
- Structural Fire Fighting, 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders – All (*excluding:* Chapter 1, 2 (pages 42 “Evaluating a Specific Property” through 50), Appendix A, B, and C, Glossary, and all “Case Summaries,” “Figures,” “Scenarios,” “Tables,” and “Suggested Activities” throughout the text
- 2012 Emergency Response Guidebook – Inside cover, pages 1-5, 14-19, 285-291, 356-360 **AND** entire book as a reference manual

In addition to the above study materials, the ORAL portion of the examination may also include the following:

Seattle Fire Code, 2009: Chapter 1 Section 105

Candidates who pass the written examination will be scheduled for the oral portion (assessment center) of the examination, **tentatively scheduled for June 23-28, 2014**. The oral examination exercises will be based on the skills and abilities identified by the job analysis as critical for successful job performance as a Captain, information from the Promotion Exam Development Committee who serve as subject matter experts, and the reading materials in the bibliography.

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