

**SEATTLE DEPARTMENT OF HUMAN RESOURCES**

**EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT**

**FINAL: December 18, 2014**

The written examination for Fire Lieutenant will be held on Saturday, March 21, 2015. The exam application filing period will be January 5-16, 2015 (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:

<b>Bibliography Source</b>	<b>Pages/Sections</b>
Basic Skills Manual (2009)	Chapter 2 - SCBA
Field Operations Guide, SFD, November 2010	<b>All - oral board/assessment center exam only</b>
Building Construction for the Fire Service, 4th Edition, by Francis Brannigan	All, excluding Chapters 4, 11, 12 and Appendices
Effective Supervisory Practices, 4th Edition, ICMA International City/County Management Association	Chapters 1-5, 9-12, 16, and 17
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett Publishers	Chapters 3, 5, and 8
Emergency Response Guidebook, 2012	Inside front cover, pages 1-7, 285-288, 290-291, 344, 352, and 356-371
Fire and Emergency Services Company Officer, IFSTA 4th Edition (2007)	Chapters 1, 3, 4 (beginning with page 78 "Ethics" through end of chapter), 5, 6, 7, 12 (up to page 265 "Four-Step Method of Instruction", 15 (up to page 338 "Public Fire and Life-Safety Education"), 19, 20 (through page 474), 21, 22, 26, and 29
Fire and Emergency Services Instructor, IFSTA 7th Edition	Chapters 7 (up to page 141 "Domains of Learning"), 8, 9, and 10
Fire Ground Survival, Student Manual, IAFF	Chapter 3
Fireground Strategies, by Anthony Avillo, 2nd Edition	Chapters 2 and 3
Fireground Support Operations, IFSTA 1st Edition	Chapters 4, 5, 6, 7, 8 (excluding sections “Louver Vents,” “Center-Rafter Cut” and “Dicing” on pages 189-191), 9, 10, and 11
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”
Level I Inspection Binder, SFD	Pages 10-31 "Introduction" only, 33-34 excluding Map of Fire District, 35-37 "Introduction" only

Local 27 Union Contract	Articles 5-11, 13-15, and 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
	Single Family Residence – Ventilation
Policies and Operating Guidelines, SFD REV: 10/21/14	Policy 1003 and all Policies that relate to the Guidelines listed below
	<b>Volume I:</b>
	1000 through 1002
	1004
	1005
	2001-1 through 2001-18 (only up to "Search Warrants"), 2001-21 (starting at "Criminal or Civil Complaint" through 2001-90
	2002
	3001
	3003 through 3006
	3008
	3011 through 3012
	3013-1 through 3013-5
	3015
	3016
	4001
	4003
	4004
	4005
	<b>Volume II:</b>
	5001
	5003 through 5005
	5007-1 through 5007-8 (up to "Activation and Initial Staffing")
	5008 through 5020
	5501
	5502 (excluding charts on 5502-5 and 5502-6)
	5505 (only up to 5505-7)
	5506 through 5507
	5509 through 5510
	6002 through 6011
	7002
	7004-1 through 7004-3, excluding inventory list
	7005 through 7007
	7008 (pages 1-2, and pages 30 - end)
	8006

	8008
	9001 through 9002
	(Note: "through" means "through and including" and "up to" means "up to and excluding")
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)
Safety Standards for Firefighters 296-305 WAC	1003, 1005, 1501, 1503, 1505, 1509, 1511, 1513, 2001, 2002, 2004, 2017, 2019, 2501, 3002, 4001, 4503, 4505, 4507, 4510, 5000, 5002, 5004, 5502 (excluding Table 2), 6001, 6008, 6503, 6505, 6507, 6509
Seattle and King County 2012 EMT Patient Care Protocols, Public Health-Seattle & King County	All, excluding pages 74-79, 83-86 up to Epistaxis, 91 Activated Charcoal on page 93, 107, 121-123, 140-143 from Final Disposition Options, 145-158
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, 508, 510) Chapter 6: Table 609.3.3.1 only Chapter 9: Section 901 only Chapter 10: Section 1030 only Chapter 33: All
SFD Memo #36-14 April Roll Call Quick Drill - Smoke Alarm Installation Program	
SFD Memo #117-14 Vulnerable Adult Pilot Project, including Power Point (link provided in Memo)	
SFD Memo #136-14 Information on Ebola	
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
Structural Fire Fighting Strategy and Tactics, 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders (2008)	All (excluding page 42 "Evaluating a Specific Property" through page 50 up to "What Structures are Preplanned" and excluding page 220 "Calculating Staffing Needs" through page 225; also excluding all "Scenarios," "Figures," "Tables," and "Suggested Activities" throughout the entire book)
Training Guides Manual, SFD	1-1 Firefighting Foam Operations, Apparatus & Equipment; 3-2 Aerial Ladder Operations; 8-1 (pages 1-16) Emergency Vehicle Incident Prevention; 8-4 Freeway, Limited Access Roadway & High Speed Arterial Response; 10-4 (pages 1-15 up to "Tools") Structural Collapse and Emergency Building Shoring; 10-5 Transportation and Machinery Extrication (pages 1 – 12); 10-5 C Extrication - Hybrid/Electric Vehicles; 10-7 Surface Water Rescue - Awareness Level; 17-5 Nerve Agent Exposure Response and Treatment (pages 1-6); 20-2 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 [Colleen.Lafferty@seattle.gov](mailto:Colleen.Lafferty@seattle.gov)) if you have any questions on the bibliography or the exam process.**

Attached:       Outline of the Command Job