

**SEATTLE HUMAN RESOURCES  
2022 EXAMINATION BIBLIOGRAPHY FOR BATTALION CHIEF**

Proposed: November 30, 2021

The written examination for Battalion Chief will be held on Friday, April 1, 2022, at a location to be determined. The exam application filing dates will be January 3–19, 2022.

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 by 1000 on December 30, 2021. Please submit comments to the Fire & Police Exams Unit via email to: [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov).

NOTE: Reference material issued after December 30, 2021, will NOT be included on the written examination.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for June 13 - 18, 2022. Candidates may be required 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 Battalion Chief, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography.

Dates are tentative as exam administration may be changed due to COVID-19 public health guidelines.

Please contact the Seattle Department of Human Resources Fire and Police Exams Unit at (206)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
<u>A Big Picture Approach to Personnel Issues</u> , by BC Paul Atwater	All excluding Section G.  Note: if there are conflicts between information in this source and the POG, the POG will prevail.
<u>Building Construction Illustrated</u> , 6 <sup>th</sup> Edition By Francis D. K. Ching, Wiley Publishing	Chapters: 1 (1.13, 1.28, 1.29) 2 (2.02 – 2.04, 2.07 – 2.23, 2.26 – 2.28, 2.31 – 2.36)

	<p>3 (3.02 – 3.05, 3.08 – 3.26)  4 (4.02 – 4.42),  5 (5.02 – 5.26, 5.28, 5.34 – 5.52)  6 (6.02 – 6.09, 6.12 – 6.32)  7 (7.03 – 7.16, 7.24 – 7.37)  9 (9.14 – 9.17)  11 (11.25, 11.30 – 11.34)  12 (12.04 – 12.16)  Appendix (A.07)</p>
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2nd Edition, by Patterson, Grenny, McMillan, Switzler 2012	All
<u>The Culture Code The Secrets of Highly Successful Groups</u> by Daniel Coyle. Bantam 2019	All
<u>Emergency Response Guidebook</u> , 2016	Inside cover, pages 1 – 16. Pages numbers taken from printed book.
<u>Extreme Ownership: How U.S. Navy SEALs Lead and Win</u> by Jocko Willink and Leif Babin, 2019, Macmillan	All
<u>Fire Administration I</u> – by Randy R. Bruegman, 2009, Pearson Education	Chapter 5 pages 193 - 229, Chapter 6 pages 235-256, 265-268, 275 – 277, Chapter 10 pages 464-491.  (Excluding Appendices, tables, figures, and all sections labeled "Lessons Learned" and "Advice from the Experts")
<u>Fire Department Incident Safety Officer</u> , 3rd Edition, Jones & Barlett Learning	Chapters 1, 2, 3, 5, 6, 7, 8, 9, 12, 14, 15, 17  (Excluding Figures, Awareness tips and Wrap-ups.)
<a href="#">Fire Safety Academy ULs</a>	
	Water Mapping in Residential Structures
	Suppression Tactics in Single-Family Homes
	Residential Attic and Exterior Fires
	Understanding and Fighting Basement Fires
	Impact of Horizontal Ventilation on Fire Behavior
	Vertical Ventilation and Suppression Tactics in Residential Structures
<u>IFSTA Fire and Emergency Services Instructor</u> , 9 <sup>th</sup> Edition, IFSTA	Chapters 1, 2, 4, 7, 9, 10 (Excluding figures, tables, Case Studies, and Case Histories.)
<u>IFSTA Fireground Support Operations</u> , 1st Edition, IFSTA	Chapter 7 pages 128-133, 138-139, Chapter 8 pages 150-192.

	(Excluding all figures.)
Incident Command System, FEMA ICS 200 Student Manual (Released 9/2020)	<a href="#">ICS 200 Student Manual pages 14-230</a> , (Excluding Activity exercises, Scenarios, Discussion Questions, Supplemental Materials and Additional Resources)
Is Everyone Really Equal? 2nd Edition by Sensoy, DiAngelo, and Banks 2017	Chapters 3, 4, 5, 6, 7, 8, 12
Local 27 Union Contract (Effective Jan 1 2019 through December 31, 2021)	Articles 7, 8, 10, 11, 13, 14, 15, 18, 20
Local 2898 Union Contract (Effective January 1, 2019 through December 31, 2021)	All
Memos, SFD	Memo No. 110-21 Guidance Regarding Changes in State Law for Police AG Memo- House Bill 1310 Flowchart Guidance for Patient Refusal for Decisional Capacity Scenarios
<a href="#">Microsoft is rolling out a new management framework to its leaders. It centers around a psychological insight called growth mindset. By Shibu and Lebowitz, Nov. 11, 2019, Business Insider</a>	All
Policies and Operating Guidelines, SFD (Revised 11/23/2020)	All Policies that relate to the Guidelines listed below:
	<b>Volume I:</b>
	1000 -1001
	1004 -1005
	2001.26 "Shutting down operations", 2001.30 "Permit Revocations, Emergency", 2001.63 - 64 "ASSEMBLY OCCUPANCIES – Enforcement"
	3001 through 3006
	3008 - Personnel Rules and Regulations
	3010 - 3014
	3016- 3017
	4000
Policies and Operating Guidelines, SFD (Revised 11/23/2020)	<b>Volume II:</b>
	5001 (excluding 5020 "Emergency Key Boxes")
	5501 -5502
	6000 (excluding "PPE Inspections")
	7007 - 7008
	8006

	9001 -9002
Post Incident Analysis Reports, SFD	Ballard Fatality House Fire 2/24/2019
	Spear Place Fatality Fire 12/31/2018
	Weller Commercial Building Fire 6/25/2020
	Sturgus Ave S 3-11 8/20/2020
	Ballard 3-11 10/7/2019
	SOV-MCI 1/22/2020
Safety Standards for Firefighters 296-305 WAC (Updated 11/6/2018)	Sections: 01501, 01503, 01509, 01511, 01513, 02501, 05000, 05002, 05004, 05111, 05113, 05502, 08000
<a href="#">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</a>	All
SOGS, SFD	Including all command sheets, diagrams, and indicated reference docs/materials.
	Defensive Fire
	Derelict Building (Including Vacant Building Fact Sheet)
	Electrical Vault
	Fireground Communications (Including SOGRD Fireground Comms – Reference Document)
	General Command Operations
	Hazardous Materials (Including SOGRD Hazardous Materials – Reference Document)
	High-Rise
	Low-Rise (Including SOGRDs Low-Rise Engine Ops – Reference Document and Low- Rise – Ladder Ops Reference Document)
	Mayday (Including SOGRD Mayday – Reference Document)
	Natural Gas
	Rapid Intervention Team (Including SOGRD Rapid Intervention Team – Reference Document)
	Rescue Extrication

<a href="#">Strategies for Increasing Diversity, Equity, and Inclusion in Fire and Emergency Services (King County Fire Chiefs Association), prepared by Plumb Research Services LLC</a>	All
Training Guides Manual, SFD	
	#4-8 SENSIT Gold G2 #8-1 Emergency Vehicle Incident Prevention (Chapter 1 - Pages 1-16 only and Chapter 5 - all) #8-5 Vehicle Collision Investigation #10-2 Confined Space (pages 1-16) #10-3 MSA Altair 5X MultiGas Detector

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