

**SEATTLE DEPARTMENT OF HUMAN RESOURCES
EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN 2020**

Final: Jan. 6, 2020

The written examination for Fire Captain will be held on Sunday, April 5, at a location to be determined. The exam application filing dates will be January 2-16, 2020.

Please see the "Outline of the Command Job" for the general scope of the promotional examination.

NOTE: New reference material issued after December 30, 2019, 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 June 1 -5, 2020 (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	Chapters 2, 3, Chapter 5 - pages 104 - 122 "Fire Protection Systems." (Excluding all case studies, wrap-ups, tactical considerations, tables, figures, words from Brannigan, and the Appendices.)
Crucial Conversations - Tools for Talking When Stakes are High (2nd edition), Patterson, Grenny, McMillan, Switzler	All
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett Publishers	Chapter 3, excluding "You are the Provider" sections.

Emergency Response Guidebook, 2016	Inside cover, pages 1 -4, 14 -16, 20 -24, 26, 92, 289 -295, 358-373 (excluding tables). Pages numbers taken from printed book.
Fire and Emergency Services Company Officer, IFSTA 4th Edition (2007)	Chapters 3, 4, 5 (pages 97-114), 9 (pages 193-200), 10 (pages 223 - 229), 15 (pages 346-349), 22 (pages 523 - 528), 29
Fire and Emergency Services Instructor, IFSTA 7th Edition	Chapters 7-10, 12 (pages 277 - 291 up to and excluding "complex training"), 14 (pages 321 -346), 19. (Excluding figures, tables, Case Studies, and Case Histories.)
Fireground Strategies, 2nd Edition, by Anthony Avillo	Chapters 1 (up to and excluding "Size-up"), 2, 5, 6 (excluding pages 265-266 "Pump Pressures for attack lines"), 7 (excluding pages 331-345), 8-13. (Excluding all Case Studies, Scenarios, Questions for Discussion, Exhibits, figures, graphics, and the Conclusion on pages 661-669).
Fireground Support Operations, IFSTA 1st Edition	Chapters 4, 6, 7, 8. (Excluding all figures.)
Local 27 Union Contract (Effective Jan 1 2019 through December 31, 2021)	Articles 5, 6, 7, 8, 10, 13, 15, 20
Policies and Operating Guidelines, SFD (Rev. Dec 2019)	All Policies that relate to the Guidelines listed below:
	Volume I:
	1000 (Excluding 1001.7 – 1001.12) - 1002
	1005
	1007
	2001 (Excluding 2001.114 starting at "Company Inspection Assignments" -2001.119)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support matrix, 3014)
	4000, All (Excluding 4004-4005)
Policies and Operating Guidelines, SFD (Rev. Dec 2019)	Volume II:
	5001, 5003-5005, 5007.1-5007.5 (up to and excluding "Implementation of Authority), 5010, 5011.1-5011.24 (up to and excluding Logistics), 5012-5016, 5018
	5501, 5502, 5505-5509
	6002-6011
	7005-7007
	9000, All

Post Incident Analysis Reports	
	Greenwood Natural Gas Explosion 3/9/2016
	Blue Ridge Fatality Fire 6/11/2018
	Spear Place Fatality Fire 12/31/2018
	University District Commercial Building Fire 1/19/2019
Race and Social Justice Initiative, SFD – RSJI Materials	
	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	Tab J: City of Seattle 2019 -2021 Strategy
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 68 -70, 75-76, 79 - 113
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
SOGS, SFD	Including all command sheets, diagrams, and indicated reference docs/materials.
	Derelict Building (Including Vacant Building Fact Sheet)
	Electrical Vault
	Fireground Communications (Including SOGRD Fireground Comms – Reference Document)
	General Command Operations
	General Fire Operations
	Hazardous Materials (Including SOGRD Hazardous Materials – Reference Document)
	High-Rise
	Mayday (Including MAYDAY – Reference Document)
	Natural Gas
	Rapid Intervention Team (Including RITRD – Rapid Intervention Team – Reference Document)
	Rescue - Elevator (Including SOGRD – Rescue – Elevator Reference Document, LOTO Kit Contents)
	Rescue Extrication - Vehicle
	Scenes of Violence

	Single-Family Residence (Including Resourcing SFR powerpoint, SOGRD – Single-Family Residence – Ladder Operations Reference Document)
	SR99 Tunnel (Excluding CS, diagrams)
Training Guides Manual, SFD	
	#08-04 - Limited Access Roadways
	#09-02 - Hydrant Supplies
	#10-13 Emergency Elevator Operations
	#18-06 - Transitional Attack
	#18-07 - High-Rise Operations
	#18-08 - Search – Single Family Residence
Structural Firefighting, 2nd Edition Klaene & Sanders	Chapters 5, 6 (excluding all “Scenarios,” “Figures,” “Tables,” and “Suggested Activities”)
Is Everyone Really Equal? 2nd Edition by Sensoy, DiAngelo, and Banks (2017)	Chapters 3, 4, 5, 6, 7, 8 Excluding “Perspective Checks”, “Discussion Questions”, “Extension Activities”
SFD Dispatches	No. 31-19 SEATTLE FIRE DEPARTMENT RIDE-ALONG POLICY
SFD Standing Orders	
	IM EPI Training ppt
	Spinal Immobilization Guideline
	Stroke Guideline
	BLS Cardiac Arrest Standing Orders
	Stroke Flowsheet
Workplace Bullying, Emotional Abuse and Harassment in Fire Departments, John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018	Sections 1-8, 10 excluding all tables.

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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.