

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

Final: December 30, 2021

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

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

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. Candidates must attend all portions of the Oral Board/Assessment Center to be placed on the Register. 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.

All examination dates, times, and locations are tentative and may be changed in compliance with the current COVID-19 public health guidelines.

Please contact the Seattle Human Resources Fire & Police Exams Unit at Yoshiko.gracematsui@seattle.gov 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
A Big Picture Approach to Personnel Issues , by BC Paul Atwater	All, excluding Section G “Social Media”.
<u>Building Construction Illustrated</u> , 6 th 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 and 2.36) 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)
<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 (Some copies of this paperback are available to loan, contact Training Division.)
<u>Emergency Response Guidebook</u> , 2020	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 (Some copies of this paperback are available to loan, contact Training Division.)
<u>Fire Administration I</u> – by Randy R. Bruegman, 2009, Pearson Education	Chapter 5 pages 193 (Begins at “Big Hat No Cattle”) - 229, Chapter 6 pages 235-256, 265-268, 275 – 277, Chapter 10 pages 463-491. (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.)
Fire Safety Academy ULs	
	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 th 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)	ICS 200 Student Manual pages 14-230 , (Excluding Activity exercises, Scenarios, Discussion Questions, Supplemental Materials and Additional Resources)
<u>Is Everyone Really Equal?</u> 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. 110-20 "Social Media Policy For Local 27 Members" 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
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	All
Policies and Operating Guidelines, SFD (Revised 11/23/2020)	All Policies that relate to the Guidelines listed below:
	Volume I:
	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)	All Policies that relate to the Guidelines listed below:
	Volume II:
	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
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.
	Defensive Fire
	Derelict Building
	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

Strategies for Increasing Diversity, Equity, and Inclusion in Fire and Emergency Services (King County Fire Chiefs Association), prepared by Plumb Research Services LLC	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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