

**SEATTLE DEPARTMENT OF HUMAN RESOURCES  
PROPOSED EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN 2024**

Proposed: 11/22/2023

The exam application filing dates will be **January 3-16, 2024**. The written examination for Fire Captain will be held on **Saturday, March 23, 2024**, at a location to be determined.

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 may review the proposed bibliography and submit comments to be considered by the Development Committee. Please submit comments to the Fire & Police Exams Unit via email at [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov) by 1000 on **Friday, December 22, 2023**.

NOTE: New reference material issued after December 22, 2023, will NOT be included on the written examination portion of the process.

Candidates who pass the written examination will be scheduled for the oral board portion of the examination (assessment center), tentatively scheduled for **May 20-24, 2024**. 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 Fire Captain, 2) information from the Promotion Development Committee who serve as subject matter experts, and 3) reading materials in the bibliography. Therefore, the assessment center topics are not limited to materials on 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 & Police Exams Unit ([yoshiko.gracematsui@seattle.gov](mailto: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
<u>2020 Emergency Response Guidebook</u> , 2020, by J. J. Keller & Associates	Inside cover Pages 4-14, 18-27, 28, 92, 156-157, 286-288, 289 - 295, 354-365, 368-372 Pages numbers taken from printed book.

<p>Art of Reading Buildings, by Mittendorf, Dodson, Fire Engineering Books &amp; Videos (2015)</p>	<p>Chapters: 2, 3, 4 (pages 52-82), 5 (pages 101-103, up to and excluding size considerations), 7 (pages 141 starting at foundation types -164), 8, 10 (pages 258 starting from building size-up -279), 11. (Excluding review exercises.)  Rapid Street Read Guides:  SFD 2, 3, 4, 5, 6, 8  MFD 13, 14, 15, 16, 17, 18  COM 20, 21, 22, 23, 24, 25  MANF 26, 27, 28, 29, 30, 31, 32  OFF 33, 34, 36, 37, 38  INST 39, 40, 41, 42  PUB 43, 44, 45, 47,  MISC 49, 50, 51, 52  (Excluding Interior and Exterior Features)</p>
D1SIR, SFD	
	6901 MLK Jr Way S (05-16-2023)
	1725 SW Barton S (02-12-2023)
<p><a href="#">Maydays by the Numbers, Mayday Project, by Don Abbott</a></p>	<p>All  A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p><a href="#">Mayday Communications Clues, Donald Abbott, Firehouse Magazine, Feb. 1, 2018</a></p>	<p>All  A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
Post Incident Analysis Reports, SFD	
	Ballard Rescue House Fire (02-05-2022)
	Greenwood Natural Gas Explosion (03/09/2016)
	Hillside Motel Fire (07/13/2020)
	Madison 3-11 (06/12/2022)
	West Ewing 4-11 (11-10-2018)
SOGs, SFD	Including all corresponding command sheets and research documents (if applicable)
	Defensive Fire (12-2-2020)
	Derelict Building (04-01-2021)
	Electrical Vault (04-29-2021)
	Fire in Building with Barricaded Suspect (10-24-2023)
	Fireground Communications (12-10-2019)
	General Command Operations (12-02-2020)
	General Fire Operations (10-12-2023)

	Hazardous Materials (04-19-2019)
	High-Rise (09-29-2020)
	Low-Rise (05-24-2021)
	Mayday (08-03-2019)
	Multiple Casualty Incident (09-07-2023)
	Natural Gas (09-06-2022)
	Rapid Intervention Team (08-06-2019)
	Rescue - Elevator (05-07-2019)
	Rescue - Rope (03-10-2023)
	Rescue - Water (01-17-2022)
	Rescue Extrication - Vehicle (09-06-2022)
	Scene of Violence (01-17-2022)
	Single-Family Residence (10-12-2023)
Training Guides Manuals, SFD	
	#08-04 Limited Access Roadway
	#18-08 Search - Single Family Residence
	#18-08 Search - Single Family Residence - Appendix A
UL Firesafety Institute	Technical Reports only - videos are not assigned. A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.
	<a href="#">Analysis of the Coordination of Suppression and Ventilation in Multi-Family Dwellings - Chapter 5 "Tactical Considerations"</a>
	<a href="#">Analysis of the Coordination of Suppression and Ventilation in Single-Family Homes - Chapter 5 "Tactical Considerations"</a>
	<a href="#">Exploratory Analysis of the Impact of Ventilation on Strip Mall Fires - Chapter 5 "Tactical Considerations"</a>
	<a href="#">Impact of Ventilation on Fire Behavior in Legacy and Contemporary Residential Construction - Chapter 9 "Tactical Considerations"</a>
	<a href="#">Study of the Effectiveness of Fire Service Vertical Ventilation and Suppression Tactics in Single Family Homes - Chapter 6 "Tactical Considerations"</a>
	<a href="#">Study of Residential Attic Fire Mitigation Tactics and Exterior Fire Spread Hazards on Fire Fighter Safety - Chapter 10 "Tactical Considerations"</a>
EMERGENCY MEDICAL SERVICES	

<p><u>Emergency Care and Transportation of the Sick and Injured</u>, 9th Edition, AAOS, Jones and Bartlett Publishers</p>	<p>Chapter 3 (Pages 72-84, excluding "You are the Provider" sections.)</p>
<p><a href="#"><u>Seattle and King County 2019 EMT Patient Care Guidelines</u></a></p>	<p>Pages 5-57, 75-76, 79-81, 88-111 A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p>Standing Orders, SFD</p>	
	<p>BLS Cardiac Arrest (02-04-2013)</p>
	<p>EMT Intramuscular Naloxone Administration (02-17-2023)</p>
	<p>Long Spine Board Immobilization Guideline (10-07-2015)</p>
	<p>Stroke Guideline (04-24-2018)</p>
	<p>Stroke Flowsheet</p>
<p>LEADERSHIP, MANAGEMENT, COMMUNICATION, DIVERSITY, TEAMWORK</p>	
<p><a href="#"><u>2022-2026 Strategic Plan, Race &amp; Social Justice Initiative, City of Seattle</u></a></p>	<p>All A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p><a href="#"><u>A Guide to Managing Stress for Disaster Responders and First Responders, Substance Abuse and Mental Health Services Administration, September 2022</u></a></p>	<p>All A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p><u>Crucial Conversations - Tools for Talking When Stakes are High</u>, 2nd Edition, by Patterson, Grenny, McMillan, Switzler (2012)</p>	<p>All (Excluding all sections which are highlighted in shaded boxes or begin with "My Crucial Conversation" or "Vital Smarts" and references to online learning module.)</p>
<p><u>Effective Supervisory Practices: Better Results Through Teamwork</u> (Municipal Management Series) 4th Edition, by Scot Wrighton (August 1, 2005)</p>	<p>Chapters 1-5, 8-11, 17</p>
<p><u>Is Everyone Really Equal?</u>, 2nd Edition, by Sensoy, DiAngelo, and Banks (2017)</p>	<p>Chapters 4, 5, 6, 7, 8 (Excluding "Discussion Questions" and "Extension Activities".)</p>

<p><u>It's Your Ship: Management Techniques from the Best Damn Ship in the Navy, 10th Anniversary Edition, by D. Michael Abrashoff(Hardback, 2012)</u></p>	<p>All</p>
<p><u><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 (2005)</a></u></p>	<p>All A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p><u><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 (February 2021)</a></u></p>	<p>All A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.</p>
<p><u>The Leader's Guide to Unconscious Bias: How To Reframe Bias, Cultivate Connection, and Create High-Performing Teams, by Pamela Fuller, Mark Murphy, Anne Chow, Simon &amp; Schuster (2020)</u></p>	<p>Chapters 1 -13 (Excluding narrative stories and end-of-chapter activities.)</p>
<p><b>ADMINISTRATIVE</b></p>	
<p>Local 27 Union Contract (Effective January 1, 2019 through December 31, 2021)</p>	<p>Articles 5, 6, 7, 8, 10, 13, 15, 20</p>
<p>Memos, SFD</p>	
	<p>No. 110-20 Social Media Policy for Local 27 Members</p>
	<p>No. 110-21 Decisional Capacity - Field Management of Patients with Behavioral Instability Flowchart, scenarios, Guidance for Patient Refusal RBA for Decisional Capacity Scenarios. (Excluding the memo.)</p>
	<p>No. 115-23 MOA - Staffing Shortage Pilot Program - Phase 2 Extended</p>
<p>Policies and Operating Guidelines, SFD (Revised July 2023)</p>	<p>Including all Policies that relate to the Guidelines listed below.</p>
	<p><b>Volume I</b></p>
	<p>1000 – 1002</p>
	<p>1005 – 1007</p>
	<p>2001 All (Excluding 2001.78 starting at “Company Inspection Assignments”)</p>
	<p>2002</p>
	<p>3002 – 3005</p>

	3007
	3008 (pages 10 – 35)
	3009
	3010 (pages 1-8)
	3011-3013
	3015
	3017 - 3018
	4000, All (Excluding 4006 and 4007)
	<b>Volume II</b>
	5001
	5003-5005
	5007 (pages 1-5)
	5010-5013
	5015-5018
	5501
	5502
	5505 - 5508
	6002-6011
	7002
	7004 (Pages 1-3, excluding all charts.)
	7005-7007
	7008 (Pages 1-2, up to and excluding “Optional Items”; and 19 - 23.)
	8009
	9000
<a href="#">Outline of the Command Job, Fire &amp; Police Exams Unit (rev. 10-25-2017)</a>	All A pdf of this material is available on the Fire Exams page on SFD Sharepoint. Please click the blue underlined link and the document should open.