

**SEATTLE DEPARTMENT OF HUMAN RESOURCES  
FINAL EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT**

**Amended: 12/18/2018**

The exam application filing dates are January 2–16, 2019. The written examination for Fire Lieutenant will be held on Saturday, March 16, 2019 (location and time to be announced).

Please see the “Outline of the Command Job” for the general scope of the promotional examination. The bibliography of study materials on which the written examination and/or oral boards will be based is outlined below.

NOTE: Reference material issued after December 30, 2018, 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 – June 2, 2019 (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 Lieutenant, 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 & Police Exams Unit at [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:

SOURCES TITLE	CONTENTS
<u>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan	All (excluding Chapter 4 and Appendices)
CBT & Standing Orders	“Medical and Legal Overview”, BLS-2015  Standing Orders: <ul style="list-style-type: none"> <li>• “SFD Stroke Guideline 04-24-2018.pdf”</li> <li>• “StrokeFlowsheet_v3.pdf”</li> <li>• “BLS Cardiac Arrest Standing Orders 02.04.2013.pdf”</li> <li>• “Spinal Immobilization Guideline 10.7.2015.pdf”</li> <li>• “IM EPI Training.pptx”</li> </ul>
<u>Crucial Conversations - Tools for Talking When Stakes are High</u> , 2nd Edition, by Patterson, Grenny, McMillan, Switzler (2012)	All (excluding all sections which are highlighted in shaded boxes and begin with "My Crucial Conversation:")
Dispatches, SFD	Dispatch 14-18 Fire Watch Policy
	<del>Dispatch 16-18 Rapid Intervention Team Dispatch Changes</del> See SOG -RIT
	<del>Dispatch 18-18 Requesting SPD Assistance</del> See POG 4005-7 – 4005 -9.
	Dispatch 19-18 SOG Publications
<u>Emergency Response Guidebook</u> , 2016	Inside front cover and pages: 1, 4-9, 289-292, 294-295, 346, 354, 358-373

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) and 10
Fire and Emergency Services Company Officer, IFSTA 4th Edition (2007):	Chapters 1, 2, 3, 4, 5, 6, 12, 13, 15, 22, 26, and 29
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”
Local 27 Union Contract (Effective January 1, 2015 through December 31, 2018)	Articles 6, 7, 10, 13, 14, 15
Policies and Operating Guidelines, SFD <del>REV: July 2018</del> REV. December 2018	All Guidelines listed below <b>and</b> all Policies that relate to them. <del>Amended to REV. December 2018 edition.</del>
	<b>Volume I:</b>
	1000 - Authority
	1005 - Media Relations
	2001- Fire Prevention Inspection Manual  Pages 2001-1 through 2001-26; 2001-31 (starting at “Complaints”) through 2001-34 (up to “Use of Forms”), 2001-55 (starting with “Adult Family Homes/Family Child Day Care Homes”) through 2001-89
	3001 - Cadet Program
	3002 - Peer Support and CISM Team
	3003 through 3006
	3008 - Personnel Rules and Regulations
	3010 - Serious Injury or Death (excluding Funeral/Memorial Support Matrix 3010-8 to 3010-12)
	3011 - Discipline
	3012 - Drug and Alcohol
	3013 - Transfer of Personnel
	3014 - Staffing
	3015 - Vacations
	3016 - Uniformed Probationary Employees
	3017 - Race and Social Justice Initiative
	4001 - Management Information Systems
	4004 - Radio Communication Procedures
	<del>4005 – Radio Procedures (4005-7 starting at “Request for Police Assistance at Incident Scenes” up to 4005-9 “Firefighter Emergency”)</del>
	4007 - Communications Equipment
	<b>Volume II:</b>
	5001 - Aid and Medic Responses
	5003 through 5005
	5007 - Disaster Management

	Pages 5007- 1 through 5007-9 (up to "Activation and Initial Staffing")
	5008 - 5016
	5018 - 5020
	5501 - Adverse Weather
	5502 - Air Program (excluding charts on 5502-6 and 5502-7)
	5505 - Company Records (excluding "Record Filing Systems" 5505-2 through 5505-4)
	5506 - 5507
	5509 - Watch Duty
	5510 - Ride-Alongs
	6002 - 6011
	7002 - Equipment
	7004 – Inventories for Apparatus Pages 7004-1 through 7004-3, excluding inventory list(s)
	7005 - 7007
	7008 – Uniforms and Grooming Pages 7008-1 and 7008-2 up to Uniform Classes, and pages 7008-18 through 7008-21
	8006 - Training Requirements and Records
	8009 – Driver/Operator Training
	9001 – Spill Response and Reporting
Post Incident Analysis Reports	16th Ave SW Derelict Building Fire, 2/25/2017
	Yesler Terrace 2-11, 11/4/2017
	West Seattle Fatality Fire, 1/15/2018
	E Denny Way 2-11 Apartment Fire, 8/4/2017
	Meridian 3-11 Apartment Fire, 8/5/2017
	Greenwood Natural Gas Explosion, 3/9/2016
RSJI Binder, City of Seattle	Section B -- Overview
<u>Sexual Harassment Prevention Training Manual for Managers and Supervisors</u> , Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D (2005)	All
SOGs & Command Sheets	1001 – General Command Operations
	1002 – General Fire Operations (including Command Sheet & Guide)
	1003 – Single Family Residence
	1005 – High-Rise
	1006 – Derelict Building
	1007 – Electrical Vault
	1010 - Rapid Intervention Team
	2001 – Scenes of Violence (including Command Sheet & Diagram)
	3001 – Natural Gas (including Command Sheet & Diagram)
	4001 – Rescue Extrication - Vehicle

<p><u>Structural Fire Fighting Strategy and Tactics</u>, 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders (2008)</p>	<p>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)</p>
<p>Training Guides Manual, SFD</p>	<p>08-04 - Limited Access Roadways</p>
	<p>08-05 - Vehicle Collision Investigation</p>
	<p>09-01 - Fireground Hydraulics</p>
	<p>09-02 - Hydrant Supply (including Supply Flow Chart)</p>
	<p>10-12 - Stokes Rescue Operations</p>
	<p>18-06 - Transitional Attack</p>
	<p>18-07 - High-Rise Operations</p>
	<p>18-08 - Search – Single Family Residence (including Appendix A)</p>
<p><u><a href="#">Workplace Bullying, Emotional Abuse and Harassment in Fire Departments</a></u>, John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018</p>	<p>Sections 1-8, 10 excluding all tables. This is a linked document. Please click the blue, underlined link and the document should download.</p>