

SEATTLE DEPARTMENT OF HUMAN RESOURCES

EXAMINATION BIBLIOGRAPHY FOR FIRE LIEUTENANT 2021

Final: 12/4/2020

The tentative exam application filing dates are January 5–19, 2021. The written examination for Fire Lieutenant is tentatively scheduled for Saturday, March 6, 2021 (location and time(s) to be announced). The Oral Board/Assessment Center is tentatively scheduled for June 5 – June 6, 2021. All examination dates, times, and locations are tentative and may be changed in compliance with the current COVID-19 public health guidelines.

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

NOTE: New reference material issued after December 20, 2020 will NOT be included on the written portion of this examination.

Candidates who pass the written examination will be scheduled for the Oral Board/Assessment Center. Candidates must attend all portions of the Oral Board/Assessment Center to be placed on the Register. The Oral Board/Assessment Center exercises are based on 1) knowledge, 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 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>Building Construction for the Fire Service</u> , 4th Edition, by Francis Brannigan | Chapters 3, 5 (pages 104-122 only), 6 - 10, 12 (Excluding Appendices.) |
| <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 or begin with "My Crucial Conversation:", "Vital Smarts" and references to online learning module.) |
| Dispatches, SFD | No. 09 -20 SCENES OF VIOLENCE SOG UPDATE AND NEW SOGRD (including videos) No. 20-20 ADDITION OF EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT FOR TRAUMA CARE AND SCENES OF VIOLENCE (SOV) RESPONSE |
| <u>Emergency Care and Transportation of the Sick and Injured</u> , 9th Edition, AAOS, Jones and Bartlett Publishers | Chapter 3 (Excluding "You are the Provider" sections.) |
| <u>Emergency Response Guidebook</u> , 2016 | Inside front cover and pages: 1, 4-9, 289-292, 294-295, 346, 354, 358-373 (Excluding Blevie table on 369.) |

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| <u>Fire and Emergency Services Company Officer</u> , IFSTA 6th Edition. | Chapters 1, 2 (Up to page 32 and excluding Fire & Emergency Services Organization), 3, 4 (Up to page 86), 5, 6 (Up to page 139, excluding “Budget Process”), 7, 8, 9 (Excluding pages 218-221, Table 9.1 and page 246, Table 9.2) 10, (Excluding Table 10.1), 11 (Excluding pages 321 “On Scene report”), 14. |
| <u>How to be an AntiRacist</u> . 1 st Edition, One World Publishing. Ibram X. Kendi (2019) | All (Excluding intro and acknowledgements.) |
| <u>Is Everyone Really Equal?</u> 2nd Edition by Sensoy, DiAngelo, and Banks (2017) | Chapters 3, 4, 5, 6, 7, 8 (Excluding “Discussion Questions” and “Extension Activities”) |
| Local 27 Union Contract (Effective January 1, 2019 through December 31, 2021) | Articles 5, 6, 7, 9, 10, 13, 15 |
| Policies and Operating Guidelines, SFD REV: NOVEMBER 2020 | All Operating Guidelines listed below and all Policies that relate to them. |
| | Volume I: |
| | 1000 – Authority |
| | 1005 - Media Relations |
| | 1007- Code of Conduct |
| | 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 |
| | 3002 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 |
| | 4003 - Response Guidelines |
| | 4004 - Radio Language Protocols |
| | 4005 - Radio Procedures |
| | 4006 - Radio, Channels, Zones, Usage |
| | 4007 - Communications Equipment |

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| | Volume II: |
| | P 5000 – Standard Operating Guide |
| | 5001 - Aid and Medic Responses |
| | 5003 through 5005 |
| | 5007 - Disaster Management Pages 5007- 1 through 5007-9 (up to "Activation and Initial Staffing") |
| | 5010 - 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, and company library list.) |
| | 5506 - 5507 (Exclude flag image on 5506-3) |
| | 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 7008-22 |
| | 8004 - Medical Training |
| | 8006 - Training Requirements and Records |
| | 8009 - Driver/Operator Training |
| | 9001 - Spill Response and Reporting |
| | 9006 - Regulated Pharmaceutical Waste |
| Post Incident Analysis Reports | |
| | Aurora Bridge MCI - 09/24/2015 |
| | Greenwood Natural Gas Explosion- 03/09/2016 |
| | Green Lake Plaza Fire - 05/12/2011 |
| | Homeless Camp MCI - 01/26/2016 |
| | Meridian 3-11 Fire - 08/5/2017 |
| | SB I-5 at I-90 HazMat Rollover - 02/27/2017 |
| Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County | Pages 5-57, 62 -70, 72-77, 79 – 122. A pdf of this material is available on the Fire Exams page on SFD Sharpoint. Please click the blue underlined link and the document should download. |
| Sexual Harassment Prevention Training Manual for Managers | All |

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| <u>and Supervisors</u> , Third Edition, by Paul Gibson, J.D., S.P.H.R. and Marjorie A. Johnson, J.D (2005) | |
| SOGs, SFD Including command sheets (CS) and/or other materials listed. | |
| | General Fire Operations |
| | General Command Operations - SOGRD-General Command Operations |
| | Single Family Residence – CS, SOGRD -SFR Engine, SOGRD SFR Ladder |
| | High-Rise – CS and SOFRD - High-Rise |
| | Defensive Fire – CS and SOGRD – Defensive Fire |
| | Rapid Intervention Team – CS and SOGRD-RIT |
| | Scenes of Violence - CS, Diagram, and SOGRD Scene of Violence |
| | Natural Gas – CS and Diagram |
| | Rescue Extrication – Vehicle – CS |
| | Rescue – Elevator – SOGRD Rescue - Elevator |
| | Rescue – Water – CS and SOFRD Rescue - Water |
| | Mayday – CS and SOGRD Mayday |
| | Hazardous Materials – CS, Diagram, and SOGRD HM |
| Standing Orders | |
| | “SFD Stroke Guideline 04-24-2018.pdf” (Exclude sections “Paramedic Evaluation” and “Paramedic Treatment”) |
| | “StrokeFlowsheet_v3.pdf” |
| | “Spinal Immobilization Guideline 10.7.2015.pdf” |
| | “IM EPI Training.pptx” |
| <u>Structural Fire Fighting Strategy and Tactics</u> , 2nd Edition, NFPA, by Bernard J. Klaene and Russell E. Sanders (2008) | Chapter 1 (pages 9-21), 5 (pages 124-127), 6, 7, 8 (194-204), 9 – 11. (Excluding all “Scenarios”, “Figures”, “Tables”, and “Suggested Activities”) |
| Training Guides Manuals, SFD | |
| | 08-04 - Limited Access Roadways |
| | 08-05 - Vehicle Collision Investigation |
| | 09-02 - Hydrant Supply (including Supply Flow Chart) |
| | 10-4 - Structural Collapse and Emergency Building Shoring (pages 1 – 8 only) |
| | 18-06 - Transitional Attack |
| | 18-08 - Search – Single Family Residence (including Appendix A: Room Search) |
| <u>Workplace Bullying, Emotional Abuse and Harassment in Fire Departments</u> , John C. | Sections 1-8, 10 (Excluding all tables.) This is a linked document. Please click the blue underlined link and the document should download. |

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| <u>Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018</u> | |
| <u>Equal Treatment in the Fire Service? Tracy Whitten, FireRescue Magazine (2018)</u> | All. A pdf of this article is available on the Fire Exams page in SFD Sharepoint. Please click the blue underlined link and the document should download. |
| <u>Making U.S. Fire Departments More Diverse and Inclusive. Corinne Bendersky, Harvard Business Review (2018)</u> | All. A pdf of this article is available on the Fire Exams page in SFD Sharepoint. Please click the blue underlined link and the document should download. |

OUTLINE OF THE COMMAND JOB - FIRE LIEUTENANT

Supervising Tactics at Scene of Emergency: Knowledge

- Knows department tactics
- Understands national standards for Incident Command System (ICS)
- Has a working knowledge of building construction

Knows and Uses the Basic Tactical Procedures

- Fires, hazardous materials incidents, marine response incidents, multiple casualty incidents, heavy rescue incidents, and emergency medical services (EMS) responses
- Firefighter emergencies
- Proper radio procedures

Supervising Tactics at Scene of Emergency: Decision-Making in the Field

- Develops appropriate emergency scene strategy
- Implements tactics to support strategy
- Implements national standards for Incident Command System (ICS)
- As first company to a scene, makes appropriate size up and initial decisions
- As a later-arriving company, supports initial actions and makes necessary adjustments
- Gives concise clear commands
- Accountable for assigned personnel at emergency scene
- Knows limitations of personnel
- Adapts to changing situations

Work Unit Management

- Personnel under this person's supervision work effectively to accomplish objectives
- Facility and equipment are properly maintained
- Organizes and schedules work to accomplish Department programs
- Takes initiative to solve problems in day-to-day operations

Supervision of Personnel

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Gives clear, understandable instructions, explaining objectives and expectations
- Gives feedback on performance
- Effectively deals with performance problems
- Delegates tasks while maintaining responsibility, taking into account strengths of each team member
- Consistently administers departmental policies and procedures
- Sensitive to needs of subordinates
- Expresses concerns of subordinates to upper management
- Communicates effectively with all individuals
- Demonstrates cultural competence (RSJI)

Emergency Medical Response

- Maintains EMT skill level and certification
- Ensures that all appropriate safety precautions are taken on aid runs
- Takes appropriate actions on scene
- Deals effectively with patients and family members at scene of emergency

Writing Reports and Maintaining Records

- Uses appropriate forms and technology platforms - knows purpose of forms
- Reports and correspondence are organized, accurate, and well written
- Reports and correspondence are prepared within required timeframe
- Keeps files and records up-to-date

Fire Prevention Inspections

- Working knowledge of required inspections
- Completes inspections within required timeframes
- Able to identify hazardous processes or conditions requiring permits or correction of violation
- Can apply information found in reference materials in order to make thorough inspections of all occupancies
- Follows up and takes responsibility for quality of inspections done by Firefighters in buildings, public assemblies, or other sites
- Stays current on knowledge of code requirements and other fire prevention inspection programs

Dealing with Public Fire Prevention

- Enforces code in a positive manner, explaining safety needs and consequences
- Communicates persuasively, generating positive support of fire prevention
- Promotes good public relations by conducting thorough, consistent inspections
- Handles public complaints or objections in a professional manner

Training

- Conducts effective training sessions
- Adheres to Department safety standards
- Completes required training and documentation
- Able to correct weakness in performance among individuals

Working Within Chain of Command

- Communicates effectively with supervisors
- Communicates effectively with subordinates
- Cooperates and communicates effectively with other officers
- Supports management requirements and objectives; does not speak negatively about policies or management
- Positively responds to changes in priorities

Time Management

- Accomplishes work by setting and following efficient priorities
- Re-prioritizes work as necessary
- Plans ahead

Physical Fitness

- Maintains physical fitness
- Sets good example on maintaining physical fitness

Commitment to the Department

- Committed to excellence
- Demonstrates commitment to Department's mission, vision, and values