

**SEATTLE DEPARTMENT OF HUMAN RESOURCES  
PROPOSED EXAMINATION BIBLIOGRAPHY FOR BATTALION CHIEF 2020**

Proposed: December 5, 2019

The written examination for Battalion Chief will be held on Sunday, April 5, 2020, 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. The proposed bibliography of study materials on which the written examination and/or oral boards will be based is outlined below. Interested parties have 30 days from the date of this notice to review the proposed bibliography and submit comments to the Fire and Police Exams Unit (via email to: [yoshiko.gracematsui@seattle.gov](mailto:yoshiko.gracematsui@seattle.gov)). Comments must be received by 12pm, January 5, 2020.

NOTE: 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 15 - 19, 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 Battalion Chief, 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, NFPA	All, excluding Chapters 4, 11. (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, by Patterson, Grenny, McMillan, Switzler 2012	All
Emergency Care and Transportation of the Sick and Injured, 9th Edition AAOS, Jones and Bartlett	Chapter 3

Emergency Response Guidebook, 2016	Inside cover, pages 1 - 16, 20 -24, 26, 92, 289 -295, 359-373 (excluding tables). Page numbers taken from printed book.
Fire Administration I – by Randy R. Bruegman, 2009, Pearson Education	Chapters 5, 10 (Excluding Appendices, tables, figures, review questions, references, and all sections labeled "Lessons Learned" and "Advice from the Experts")
Fireground Strategies, 2nd Edition, by Anthony Avillo	Chapters 1, 2, 13 (Excluding all figures, graphics, Case Studies, Scenarios, & Questions for Discussion.)
Fireground Support Operations, 1st Edition, IFSTA	Chapters 7 & 8 (Excluding all figures.)
IFSTA Fire and Emergency Services Instructor	Chapters 1, 2, 4, 7, 9, 10 (Excluding figures, tables, Case Studies, and Case Histories.)
IFSTA Safety Officer	Chapters 1, 2, 3 (pages 48- 59), 4, 9 (Excluding tables and tables.)
Introduction to the Incident Command System, Student Manual, Oct. 2013, FEMA	ICS 100, 200
Is Everyone Really Equal? 2nd Edition by Sensoy, DiAngelo, and Banks 2017	Chapters 3, 4, 5, 6, 7, 8, 12
Fire Code	Chapters 1 (Excluding tables.)
Local 27 Union Contract (Effective January 1, 2015 through December 31, 2018)	Articles 7, 8, 10, 11, 13, 14, 15, 22
Local 2898 Union Contract	All
<a href="#">Making Differences Matter: A New Paradigm for Managing Diversity, David A. Thomas, Robin J. Ely Harvard Business Review 1996</a>	All. This is a hyperlinked document. Click the blue link and a website will open.
Policies and Operating Guidelines, SFD (Rev. June 2019)	All Policies that relate to the Guidelines listed below:
	<b>Volume I:</b>
	1000 -1001
	1004 -1005
	2001.26 "Shutting down operations", 2001.30 "Permit Revocations, Emergency", 2001.63 - 64 "ASSEMBLY OCCUPANCIES – Enforcement"
	3002.4 - 5 "CISM Team Referral and Activation"
	3003 -- 3006
	3008 - Personnel Rules and Regulations
	3010 – 3014
	3016- 3017

	4000 (excluding 4004.24 -29 and 4005.10 – 19)
Policies and Operating Guidelines, SFD (Rev. June 2019)	<b>Volume II:</b>
	5001 (excluding 5020)
	5501 -5502, 5508, 5510
	6000
	7007 – 7008
	8006
	9001 -9003
Post Incident Analysis Reports	Ballard Fatality House Fire 2/24/2019
	Spear Place Fatality Fire 12/31/2018
	Mt. Baker Fatality House Fire 8/17/2014
	Meridian 3-11 Apartment Fire 8/5/2017
Race and Social Justice Initiative, SFD – RSJI Materials (binder)	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	City of Seattle 2019 -2021 plan
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)
Safety Standards for Firefighters 296-305 WAC (February 2017)	Sections: 01501, 01503, 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	Derelict Building (Including Vacant Building Fact Sheet) Electrical Vault 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) Rescue Extrication - Vehicle Scenes of Violence (Including Rescue Task Force

	<p>Video, Chief's Training Video, and MOA)  Single-Family Residence (Including Resourcing SFR  powerpoint, SOGRD – Single-Family Residence –  Ladder Operations Reference Document)  SR99 Tunnel</p> <p>Including all command sheets, selected reference  docs, and diagrams.</p>
Training Guides Manual, SFD	<p>#8-1 Emergency Vehicle Incident Prevention  (Chapter 1 - Pages 1-16 only and Chapter 5 - all)  #8-4 Limited Access Roadway  #8-5 Vehicle Collision Investigation  #9-2 Hydrant Supply  #10-2 Confined Space (pages 1-16)  #10-7 Water Rescue  #10-13 Emergency Elevator Operation  #18-06 Transitional Attack  #18-07 High Rise</p>
<a href="#"><u>Workplace Bullying, Emotional Abuse  and Harassment in Fire Departments,  John C. Griffith and Donna L. Roberts,  Embry-Riddle Aeronautical University  2018</u></a>	<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>

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