

**SEATTLE DEPARTMENT OF HUMAN RESOURCES
EXAMINATION BIBLIOGRAPHY FOR FIRE CAPTAIN 2020**

Proposed: December 5, 2019

The written examination for Fire Captain will be held on Sunday, April 5, 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). 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 1 -5, 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 Captain, 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	Chapters 2, 3, Chapter 5 - pages 104 - 122 "Fire Protection Systems." (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), Patterson, Grenny, McMillan, Switzler	All
Emergency Care and Transportation of the Sick and Injured, 9th Edition, AAOS, Jones and Bartlett Publishers	Chapter 3, excluding "You are the Provider" sections.

Emergency Response Guidebook, 2016	Inside cover, pages 1 - 16, 20 -24, 26, 92, 289 -295, 358-373 (excluding tables). Pages numbers taken from printed book.
Fire and Emergency Services Company Officer, IFSTA 4th Edition (2007)	Chapters 3, 4, 5 (pages 97-114), 9 (pages 193-200), 10 (pages 223 - 229), 15 (pages 346-349), 22 (pages 523 - 528), 29
Fire and Emergency Services Instructor, IFSTA 7th Edition	Chapters 7-10, 12 (pages 277 - 291 up to and excluding "complex training"), 14 (pages 321 -346), 19. (Excluding figures, tables, Case Studies, and Case Histories.)
Fireground Strategies, 2nd Edition, by Anthony Avillo	Chapters 1 (up to and excluding "Size-up"), 2, 5, 6, 7 (excluding pages 331-345), 8-13. (Excluding all Case Studies, Scenarios, Questions for Discussion, Exhibits, figures, graphics, and the Conclusion on pages 661-669).
Fireground Support Operations, IFSTA 1st Edition	Chapters 4, 6, 7, 8. (Excluding all figures.)
Local 27 Union Contract (Effective January 1, 2015 through December 31, 2018)	Articles 5, 6, 7, 8, 10, 13, 15, 20
Policies and Operating Guidelines, SFD (Rev. June 2019)	All Policies that relate to the Guidelines listed below:
	Volume I:
	1000 (Excluding 1001.7 – 1001.12) - 1002
	1005
	1007
	2001 (Excluding 2001.114 starting at "Company Inspection Assignments" -2001.119)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support matrix, 3014)
	4000, All (Excluding 4004-4005)
Policies and Operating Guidelines, SFD (Rev. June 2019)	Volume II:
	5001, 5003-5005, 5007.1-5007.5 (up to and excluding "Implementation of Authority), 5010, 5011.1-5011.24 (up to and excluding Logistics), 5012-5016, 5018
	5501, 5502, 5505-5510
	6002-6011
	7005-7007
	9000, All
Post Incident Analysis Reports Update	Greenwood Natural Gas Explosion 3/9/2016
	Blue Ridge Fatality Fire 6/11/2018

	Spear Place Fatality Fire 12/31/2018
	University District Commercial Building Fire 1/19/2019
Race and Social Justice Initiative, SFD – RSJI Materials	Tab B: Overview
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
	Tab J: City of Seattle 2019 -2021 Strategy
	Tab L: Inclusive Outreach and Public Engagement Guide (pages 4 – 6)
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 68 -70, 75-76, 79 - 113
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
Training Guides Manual	#08-04 - Limited Access Roadways #09-02 - Hydrant Supplies #10-13 Emergency Elevator Operations #18-06 - Transitional Attack #18-07 - High-Rise Operations #18-08 - Search – Single Family Residence
SOGS	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, LOTO Kit Contents) Rescue Extrication - Vehicle Scenes of Violence (Including Rescue Task Force Video) Single-Family Residence (Including Resourcing SFR powerpoint, SOGRD – Single-Family Residence – Ladder Operations Reference Document) SR99 Tunnel

	Including all command sheets, reference docs, and diagrams.
SFD Dispatches	22-19 FIREFIGHTER REHAB AND DECONTAMINATION
Structural Firefighting, 2nd Edition Klaene & Sanders	Chapters 5, 6 (excluding all “Scenarios,” “Figures,” “Tables,” and “Suggested Activities” throughout the entire book.)
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”
SFD Standing Orders	IM EPI Training ppt
	Spinal Immobilization Guideline
	Stroke Guideline
	BLS Cardiac Arrest Standing Orders
	Stroke Flowsheet
<u>Workplace Bullying, Emotional Abuse and Harassment in Fire Departments, John C. Griffith and Donna L. Roberts, Embry-Riddle Aeronautical University 2018</u>	Sections 1-8, 10 excluding all tables.

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