



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
ONE ASHBURTON PLACE, BOSTON, MA 02108

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Chief Human Resources Officer

**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

TO: Joseph Finn, Commissioner, Boston Fire Department  
Robert Moran, Human Resources Director, Boston Fire Department

FROM: George J. Bibilos  
Director, Organizational Development Group/Civil Service Unit

DATE: November 17, 2015

SUBJECT: PROMOTIONAL EXAMINATION READING LIST

**DISTRICT FIRE CHIEF**  
**DEPUTY FIRE CHIEF**  
**EXAMINATION DATE – Saturday, May 21, 2016**

Candidates are responsible for reading the following texts (please note carefully which edition is listed for each). All chapters, appendices, glossaries, etc., are included, unless otherwise noted. All examination questions will be based on these materials.

**READINGS IN FIRE SCIENCE**

Brannigan, F.L. and Corbett, G.P. (2015). **Brannigan's Building Construction for the Fire Service** (5th ed.). Sudbury, MA: Jones and Bartlett Publishers.

Entire text including Glossary terms except: Chapter 12 and all Appendices and Tactical consideration boxes.

**NOTE:** The *Code of Massachusetts Regulations on Fire Prevention (527 CMR)* has been deleted from the reading list.

(Continued)

Dunn, V. (2015) . **Safety and Survival on the Fireground (2<sup>nd</sup> Edition)**. Tulsa, OK: Fire Engineering.

Exclude Chapters 10, 22, 23, 24, and Appendix. There will be no questions on scenarios at the beginning of each chapter.

International City/County Management Association. (2012). **Managing Fire and Emergency Services**. Atlanta, GA: International City/County Management Association (ICMA) Distribution Center.

Chapters 2, 3 (pp. 88-92, start at “Creating a Strategic Plan” and stop at end of p. 92), 4, 6, 7, 8, 9, 10, 11, 12 (Pp. 335-346; start on p 335 “Strategic planning” and stop at p. 346 before “Full cost accounting”), 14.

International Fire Service Training Association (IFSTA). (2010). **Fire Detection and Suppression Systems (4th ed.)**. Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapter 1: pp. 7-8, start at the beginning of p. 7 and stop at the end of p. 8; pp. 12-17, start at “Overview of Fire Protection Systems” and stop at the end of p. 17.

Chapter 2: pp. 21-46, start at the beginning of p. 21 and stop at p. 46 before “Inspection and Testing of Fire Detection and Alarm Systems”.

Chapter 3: pp. 57-63, start at the beginning of p. 57 and stop at p. 63 before “History of Smoke Management Systems”; pp. 64-69, start at “Smoke-Control Strategies” and stop at the end of p. 69; pp. 71-72, start at “Implications for Emergency Services Personnel” and stop at the end of p. 72.

Chapter 4: pp. 77-89, start at the beginning of p. 77 and stop at the end of p. 89.

Chapter 6: pp. 139-163, start at the beginning of p. 139 and stop at p. 163 before “Testing and Inspection”.

Chapter 7: pp. 171-179, start at the beginning of p. 171 and stop at p. 179 before “Standpipe Inspection and Testing”.

Chapter 8: pp. 187-190, start at the beginning of p. 187 and stop at p. 190 before “Inspection and Testing Procedures”; pp. 191-192, start at “Dry Chemical Fire-Extinguishing Systems” and stop at p. 192 before “Inspection and Testing Procedures”; pp. 192-195, start at “Clean-Agent Fire-Extinguishing Systems” and stop at p. 195 before “Inspection and Testing Procedures”; pp. 195-197, start at “Carbon Dioxide Fire-Extinguishing Systems” and stop at p. 197 before “Inspection and Testing”; pp. 197-203, start at “Water-Mist Fire-Suppression Systems” and stop at p. 203 before “Foam Nozzles and Sprinklers”.

Excludes appendices, glossary, tables, and figures.

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International Fire Service Training Association (IFSTA). (2010). **Hazardous Materials for First Responders (4th ed.)**. Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapter 1: pp. 9-33, start at the beginning of p. 9 and stop at the end of p. 33.

Chapter 2: pp. 153-163, start at the beginning of p. 153 and stop at the end of p. 163.

Chapter 3: entire chapter.

Chapter 4: entire chapter.

Chapter 6: pp. 297-307, start at the beginning of p. 297 and stop at the end of p. 307.

Chapter 7: pp. 311-318, start at the beginning of p. 311 and stop at the end of p. 318; pp. 340-375, start at “Chemical Attacks” and stop at the end of p. 375.

Chapter 9: entire chapter.

Chapter 10: pp. 475-482, start at the beginning of p. 475 and stop at p. 482 before “Vapor Suppression”; pp. 489-495, start at the beginning of p. 489 and stop at the end of p. 495.

Chapter 12: entire chapter.

Chapter 14: entire chapter.

Excludes appendices, glossary, tables, figures, and skill sheets.

International Fire Service Training Association (IFSTA). (2010). **Fire Investigator**, 2nd Edition. Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapters 2, 3, 4, 5 (pp. 125-151), 8, 9, 10 (pp. 239-248; stop at cameras), 11, 12, 13, 14, 15, and 16. Excludes appendices and glossary.

**Massachusetts General Laws**, Chapter 148 (as amended through the release date of this reading list).

Smith, J.P. (2012). **Strategic and Tactical Considerations on the Fireground** (3rd ed.). Old Tappan, NJ: Prentice-Hall, Inc.

Chapter 1: pp. 12-18, start at “Pre-incident Planning” and stop at the end of p. 18;

pp. 24-32, start at “The Chief Officer” and stop at end of p. 32.

Chapter 3: pp. 88-128, start at p. 88 “Incident Scene Decision Making” and stop at end of p. 128.

Chapter 7: pp. 282-328, start at the beginning of p. 282 and stop at p. 328 before “Wildland Urban Interface”.

Chapter 8: entire chapter.

Chapter 9: pp. 421-472, start at the beginning of p. 421 and stop at p. 472 before “Use of Elevators”; pp. 476-479, start at “Fire Spread” and stop at p. 479 before “Staffing Hose-Lines for Extended Periods”.

Chapter 10: pp. 509-520, start at “Tank Farm/Refinery Fires” and stop at p. 520 before “Terrorism Incidents”.

Chapter 11: entire chapter.

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Tucker, M.L., McCarthy, A.M. and Benton, D.A. (2002). **The Human Challenge** (7th ed.). Old Tappan, NJ: Prentice-Hall, Inc.

Entire text **EXCEPT**:

Chapter 4: p. 72, Table 4-2 and pp. 73-82.

Chapter 5: entire chapter.

Chapter 8: pp. 154-155 (from Introduction to end of second set of bulleted items) and pp. 159-170 (from Instructional Methods to end of p. 170).

Chapter 9: entire chapter.

Chapter 13: entire chapter.

Chapter 14: pp. 286-299.

Chapter 15: pp. 301-305 and pp. 316-326 (from Union and Management Tactics to end of p. 326).

Chapter 16: entire chapter.

Case studies, action projects, and self-appraisals.

## **READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT**

Please note that only those sections listed below are INCLUDED.

**Boston Fire Department Incident Command System** (Dated January 2006).

Entire text.

**Progressive Discipline Guidelines, Boston Fire Department** (Dated June 2006).

Entire text.

**Rules and Regulations of the Boston Fire Department** (Dated June 1, 1997).

District Fire Chief - 1, 2, 10, 18 (exclude 18.44 (o) and Appendix A), & 20.

Deputy Fire Chief - 1, 2, 5, 18 (exclude 18.44 (o) and Appendix A), & 20.

**Standard Operating Procedures of the Boston Fire Department** (as most recently amended).

#1, 111, 112, 113, 120, 201, 202, 206, 207, 208, 209, 212, 213, 214, 215, 216, 220, 230, 231, 232, 234, 235, 236, 238, 241, 242, 250, 251, 252, 260, 261, 262, 263, 280, 283, 285, 300, 301, 302, 303, 304, 305, 310, 320, 340, 341, 342, 401, 402, 405, 503, 601, 610, 615, 621, and 640.

**Appendix F- Boston Fire Department/ IAFF Local 718 Drug and Alcohol Free Workplace Policy** Exclude Appendix A- Rehabilitation Agreement

\*\*\*\*The above Boston Only reading will be available on the department share drive under *2016 District-Deputy Reading List*

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### **PUBLISHERS OF READING LIST TEXTS**

- Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9764; [www.pennwellbooks.com](http://www.pennwellbooks.com).
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-8045; (800) 654-4055; [www.ifsta.org](http://www.ifsta.org).
- International City Management Association (ICMA) Distribution Center, P. O. Box 931897, Atlanta, GA 31193; (800) 745-8780; [www.icma.org](http://www.icma.org).
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; [www.jbpub.com](http://www.jbpub.com).
- Prentice-Hall, Inc., Pearson Education, Consumer Credit Sales, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; [www.mypearsonstore.com](http://www.mypearsonstore.com) or [http://vig.pearsoned.com/store/home/1,1205,store-20180\\_id-2,00.html](http://vig.pearsoned.com/store/home/1,1205,store-20180_id-2,00.html).

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Adele Jean, at [adele.jean@state.ma.us](mailto:adele.jean@state.ma.us). A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).