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**AMENDED September 13, 2023**

## **READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY**

TO: Fire Department Appointing Authorities, Fire Chiefs  
FROM: Regina Caggiano, Director of Civil Service  
DATE: July 21, 2023  
SUBJECT: Reading List for District Fire Chief Examination

## **STATEWIDE DISTRICT FIRE CHIEF**

### **EXAMINATION DATE – SATURDAY, NOVEMBER 18, 2023**

This reading list will pertain to the Human Resource Division Written Examination for District Fire Chief administered on November 18, 2023.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All technical knowledge examination questions will be based on these materials.

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**Safety and Survival on the Fireground** (2<sup>nd</sup> Edition) Dunn, Vincent. (2015). Tulsa, Oklahoma. PennWell Corporation.

Chapter 2: Entire Chapter  
Chapters 4-23: Entire Chapters

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**Strategic and Tactical Considerations on the Fireground** (4th Edition) Smith, James P. (2017). New York, NY. Pearson.

Entire Textbook

Exclude p. 16-22 (“Needed Fire Flow” - “The Chief Officer”)

Exclude p. 29-35 (“Safe Operations of Fire Department Apparatus” to end of Ch. 1)

Exclude p. 82-90 (“Incident Action Plan and the Planning ‘P’” - “Incident Scene Decision Making”)

Exclude Chapter 4

*Note:* All numeric values, statistics, and measurements are source from this text only.

**Hazardous Materials for First Responders** (6<sup>th</sup> Edition) IFSTA. (2022). Oklahoma State University, Fire Protections Publications.

Entire Textbook

Exclude Ch. 5 & Ch. 12

*Note:* All Hazardous Material questions and information are sourced from only this text.

*Note:* Exclude appendices, ~~glossary~~, **Key Terms**, tables, figures, ~~metric equivalents~~, and skill sheets<sup>1</sup>.

**Fire Protection, Detection, and Suppression Systems** (5<sup>th</sup> Edition) ISFTA. (2016). Oklahoma State University, Fire Protections Publications.

Chapters 1-2: Entire Chapters

Chapters 4-5: Entire Chapters

*Note:* Exclude all sections on Testing and Inspections

**Fire Officer Principles and Practice** (4<sup>th</sup> Edition) Ward, Michael, ~~(2010)~~, **(2021)**. NFPA. Jones and Bartlett Publishers and the National Fire Protection Association.

Chapter 2: Read only p.58-61 (“The CRM model” up to “Task Allocation”)

Chapter 3: Read only p.95-96 (“Mentoring” up to “When New Member Training is on the Job”)

Chapter 5: Entire Chapter- Exclude p. 128- 140 (“Introduction” to “Positive and Corrective Disciplinary Actions”)

Chapter 10: Read only p. 272- 275 (“Introduction” to “Advance Notice of a Substandard Employee Evaluation”)

Chapter 11: Entire Chapter- Exclude p. 300-302 (“Introduction” to “Critical Infrastructure Systems”)

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<sup>1</sup> Skills sheets are excluded from Hazardous Materials for First Responders text.

~~Chapter 12: Read only p. 326–318 (“Introduction” to “Writing a Report”)~~

*Note:* Exclude all figures, voices of experience, and appendices

**Fire and Emergency Service Administration: Management and Leadership Practices** (3<sup>rd</sup> ed.), (2022). Smeby, L. Charles Jr., Burlington, MA: Jones and Bartlett Publishers.

Chapters 3- 4: Entire Chapters

Chapter 8: Entire Chapter

**Fire Service Law** (2<sup>nd</sup> ed). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc.

Chapters 1-2: Entire Chapters

Chapters 7-8: Entire Chapters

Chapter 15: Entire Chapter

*Note:* Exclude all Case Studies and “Expand Your Learning” sections

PUBLISHERS OF READING LIST TEXTS

Safety and Survival on the Fireground (2<sup>nd</sup> Edition) Dunn, Vincent. (2015). Tulsa, Oklahoma. PennWell Corporation. [Safety and Survival on the Fireground, 2nd Edition by Vincent Dunn \(fireengineeringbooks.com\)](https://www.fireengineeringbooks.com/Safety-and-Survival-on-the-Fireground-2nd-Edition-by-Vincent-Dunn)

Strategic and Tactical Considerations on the Fireground (4th Edition) Smith, James P. (2017). New York, NY, Pearson. <https://www.pearson.com/en-us/subject-catalog/p/strategic--tactical-considerations-on-the-fireground/P200000001847/9780134463544>

Hazardous Materials for First Responders (6th Edition) IFSTA. (2022). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/hazardous-materials-first-responders-6th-edition/36701>

Fire Protection, Detection, and Suppression Systems (5th Edition) ISFTA. (2016). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/fire-protection-detection-and-suppression-systems-5th-edition/36536>

Fire Officer (4<sup>th</sup> Edition) Ward, Michael. (2021). NFPA. Jones and Bartlett Publishers and the National Fire Protection Association. [Fire Officer: Principles and Practice, 4th Edition \(nfpa.org\)](https://www.nfpa.org/Fire-Officer-Principles-and-Practice-4th-Edition)

Fire and Emergency Services Administration: Management and Leadership Practices (3<sup>rd</sup> ed.), (2022). Smeby, L. Charles Jr., Burlington, MA: Jones and Bartlett Publishers.  
<https://www.psglearning.com/catalog/productdetails/9781284180213>

Fire Service Law (2<sup>nd</sup> ed). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc.  
<https://www.amazon.com/Fire-Service-Second-Lawrence-Bennett/dp/1478633972>

Please note that the Human Resources Division does not recommend specific retailers 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 retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at [shelagh.herbert@mass.gov](mailto:shelagh.herbert@mass.gov). A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. [Examination Preparation Guides and Reading Lists | Mass.gov](#)