THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Joseph Finn, Commissioner, Boston Fire Department
Connie Wong, Deputy Commissioner for Labor Relations, Human Resources, and Legal Affairs, Boston Fire Department

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

DATE: May 19, 2016

SUBJECT: PROMOTIONAL EXAMINATION READING LIST

FIRE LIEUTENANT
FIRE CAPTAIN
BOSTON FIRE DEPARTMENT
EXAMINATION DATE – SATURDAY, November 19, 2016

Examinations for these ranks are scheduled for November 19, 2016. All applicants 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 chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT (LIEUTENANT AND CAPTAIN)
Please note that only those sections listed below are INCLUDED. Unless otherwise indicated, the effective date of materials used for study is as amended through the release date of this reading list.

Standard Operating Procedures of the Boston Fire Department (as most recently amended).
1, 111, 112, 120, 201, 202, 205, 206, 207, 208, 212, 213, 214, 215, 216, 220, 225, 230, 231, 232, 234, 235, 236, 238, 240, 241, 242, 250, 251, 252, 260, 261, 262, 263, 280, 283, 285, 300, 301, 302, 303, 304, 305, 310, 320, 340, 341, 342, 400, 401, 402, 404, 405, 500, 501, 502, 503, 601, 610, 615, 620, 621, 640, and 702.

Rules and Regulations of the Boston Fire Department (Dated June 1, 1997).
1, 2, 11, 12, 13, 18, 19, and 20.

Progressive Discipline Guidelines, Boston Fire Department (Dated June 8, 2006).

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

Appendix F – Boston Fire Department Drug and Alcohol Free Workplace Policy.

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REQUIRED READINGS IN FIRE SCIENCE (LIEUTENANT AND CAPTAIN)

Candidates are responsible for reading the following texts. Please note carefully which edition and date of publication is listed for each item. Questions will cover the reference in its entirety unless otherwise indicated.

Fire and Emergency Services Company Officer, Fifth Edition, 2014. (IFSTA)
Chapters 1 through 8: Entire chapters.
Chapter 11: Only pp. 291-293 and pp. 304-341.
Chapters 12, 13, 15, 16, and 17: Entire chapters.

Exclude all case histories, tables, appendices, glossary, and Canadian Government references.

Fire Inspection and Code Enforcement, Seventh Edition, 2009. (IFSTA)
Chapters 3, 4, 5, and 7: Entire chapters.
Chapter 8: Only pp. 299-314 (start at beginning of p. 299 and stop at end of p. 314).
Chapter 9: Only pp. 339-369 (start at beginning of p. 339 and stop at p. 354 before "Water Supply and Flow Rate Requirements"; start at p. 360 "Standpipe and Hose Systems" and stop at p. 369 before "Stationary Fire Pumps").
Chapter 10: Only pp. 398-437 (start at p. 398 "Special-Agent Fire-Extinguishing Systems" and stop at p. 405 before "Inspection and Testing"; start at p. 406 "Wet-Chemical Fire-Extinguishing Systems" and stop at p. 407 before "Inspection and Testing"; start at p. 408 "Clean-Agent Fire-Extinguishing Systems" and stop at p. 411 before "Inspection and Testing"; start at p. 411 "Carbon Dioxide Fire-Extinguishing Systems" and stop at p. 413 before "Inspection and Testing"; start at p. 414 "Foam Fire-Extinguishing Systems" and stop at p. 419 before "Foam Concentrate Types"; start at p. 424 "Portable Fire Extinguishers" and stop at end of p. 437).
Chapter 11: Only pp. 451-474 (start at p. 451 "Automatic Alarm-Initiating Devices" and stop at p. 474 before "Inspection and Testing").
Chapters 12, 13, and 17: Entire chapters.
All glossary terms related to these chapters.

Exclude appendices.

Hazardous Materials for First Responders, Fourth Edition, 2010. (IFSTA)
Chapter 1: Only pp. 11-33 (start at p. 11 "First Responder Roles" and stop at end of p. 33.
Chapter 2: Only pp. 153-163 (start at beginning of p. 153 and stop at end of p. 163).
Chapters 3 and 4: Entire chapters.
Chapter 6: Only pp. 271-275, stop before "Incident Levels" and pp. 293-307 (start at p. 293 "Protection" and stop at the end of p. 307).
Chapter 7: Only pp. 311-375 (start at the beginning of p. 311 and stop at the end of p. 318; pp. 340-375, start at p. 340 "Chemical Attacks" and stop at the end of p. 375).
Chapter 9: Entire chapter.
Chapter 10: Only pp. 475-495 (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 14: Entire chapter.

Exclude appendices, glossary, tables, and figures.

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

NOTE: The following text has been **deleted** from the reading list: 527 CMR Board of Fire Prevention Regulations, Section 10.

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LIEUTENANT ONLY

Building Construction Related to the Fire Service, Third Edition, 2010. (IFSTA)
Chapter 1: Entire chapter.
Chapter 2: Only pp. 54-62, excluding Table 2.1
Chapter 3: Only pp. 71-102 (start at beginning of p. 71 and stop at end of p. 72; p. 73, definitions only, exclude formulas; start at p. 81 "Live Loads and Dead Loads", excluding Table 3.1 on p. 82 and formulas on p. 84, and stop at end of p. 102).
Chapter 4: Only pp. 107-145 (start at beginning of p. 107 and stop at end of p. 145).
Chapter 5: Entire chapter.
Chapter 6: Entire chapter.
Chapter 7: Entire chapter, excluding Table 7.1.
Chapter 8: Entire chapter, excluding Tables 8.1, 8.2, and 8.3.
Chapter 9: Entire chapter
Chapter 11: Entire chapter, excluding Table 11.1.
Chapter 12: Only pp. 339-349 (start at beginning of p. 339 and stop at p. 349 before "Emergency Use of Elevators in High-Rise Buildings").
Chapter 13: Entire chapter.

Exclude Appendix A, glossary, tables, and formulas.

Engine Company Fireground Operations, Richman, H., Third Edition, 2008. (Jones and Bartlett)
Chapters 1-4: Entire chapters.
Chapter 5: pp. 68-82 (start at beginning of p. 68 and stop at p. 70 before "Mobile Water Supply Apparatus (Tankers and Tenders) and start at p. 72 "Pumper" and stop at end of p. 82).
Chapters 6-11: Entire chapters.

Structural Firefighting: Truck Company Skills and Tactics, Second Edition, 2010. (IFSTA)
Chapters 3, 5, and 9: entire chapters.
Chapter 10: entire chapter, excluding "Large-Area Search", pp. 268-270 and "Rapid Intervention", pp. 274-281.
Chapters 11, 12, 13, and 14: entire chapters.

CAPTAIN ONLY

Collapse of Burning Buildings, Dunn, V., Second Edition, 2010. (Fire Engineering)
Entire text except Chapters 20, 21, and epilogue.

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Third Edition, 2012. (Prentice-Hall, Inc.)
Chapter 1: Only pp. 1-24 (start at "Objectives" and stop at p. 24 before "Chief Officer").
Chapter 3: Only pp. 88-128 (start at p. 88 "Incident Scene Decision Making" and stop at the end of p. 128).
Chapter 4: Only pp. 133-167.
Chapter 6: Entire chapter.
Chapter 7: Only 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: Only pp. 421-479 (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 11: Entire chapter.

Fire and Emergency Services Administration, Smeby Jr., L.C., Second Edition, 2014 (Jones and Bartlett)
Chapters 2, 3, 4, 7, 8, 9, 10, and 11: Entire chapters.

Exclude all material from boxes (such as Case Studies, Words of Wisdom, Activities, Tables, Facts and Figures, and Chief Officer Tips).

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PUBLISHERS OF READING LIST TEXTS

- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; www.pennwellbooks.com
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; www.jbpub.com
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 922-0579; www.bradybooks.com or 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 Molly Pajank, Personnel Analyst, at 617-878-9745 or at molly.pajank@massmail.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.