



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

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MICHAEL J. HEFFERNAN
Secretary

RONALD J. ARIGO
Chief Human Resources Officer

**PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT**

TO: Fire Department Appointing Authorities
Fire Chiefs

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

DATE: August 18, 2017

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT
FIRE CAPTAIN
EXAMINATION DATE – SATURDAY, NOVEMBER 18, 2017**

Examinations for these ranks are scheduled for November 18, 2017. 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.

LIEUTENANT AND CAPTAIN

Fire and Emergency Services Company Officer, Fifth Edition, 2014. (IFSTA)

Lieutenants: Part A, Chapters 1, 2, and 3: entire chapters; Chapter 4: Only pp. 81-97 (start at beginning of p. 81 and stop at p. 97 before “Labor/Management Relations”); Chapter 5: entire chapter; Chapter 6: Only pp. 143-151 (start at beginning of p. 143 and stop at p. 151 before “Budget Process”); Chapters 7 and 8: entire chapters; Chapter 9: entire chapter, excluding “Canadian Workplace Hazardous Materials Information System” on p. 240 and “U.S. and Canadian Safety Color Codes” on pp. 240-241; Chapters 10 and 11: entire chapters; and Part B, Chapter 12: Only pp. 352-366 (start at p. 352 “Types and Forms of Governments” and stop at p. 354 before “Provincial and Territorial Governments”; start at p. 355 “Agencies of State and Provincial Governments” and stop at p. 356 before “Canadian Federal Government and Agencies Involved in Fire Protection”; start at p. 357 “Local Aid Agreements” and stop at the end of chapter; Chapter 13: entire chapter; Chapter 15: entire chapter; Chapter 16: Only pp. 438-441 (start at p. 438 “Postincident Analysis and Critique” and stop at the end of p. 441); Chapter 17: entire chapter. Exclude appendices and glossary.

Captains: Same chapters and sections as lieutenants and including the following additional information: Chapter 4: pp. 97-98 on “Labor/Management Relations”; Chapter 12: pp. 350-352 on “Company Officer II Roles and Responsibilities” and “Communications”; and Chapter 16: pp. 430-437 on “Multi-unit (Multiple Alarm) Emergency Scene Operations” and “Developing and Implementing Operational Plans”

(Continued)

Fire Inspection and Code Enforcement, 8th Edition, 2016. (IFSTA)
Chapters 1-7, 9, 11-14, and 16, and all glossary terms related to these chapters. Exclude appendices.

Hazardous Materials for First Responders, Fifth Edition, 2017. (IFSTA)
Entire book, except Chapters 7, 12, and 14.
Exclude appendices, metric equivalents, glossary, tables, and figures.

National Incident Management System, Federal Emergency Management Agency, U.S. Department of Homeland Security P-501, December 2008. (FEMA)
Entire book, including Appendix B, Glossary of Key Terms, and Acronyms.
Exclude Appendix A.

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

Pumping and Aerial Apparatus Driver/Operator Handbook, Third Edition, 2015. (IFSTA)
Chapter 5: Entire chapter.
Chapter 6: Entire chapter.
Chapter 7: Only pp. 209-246. – Removed from Reading list
Chapter 8: Only pp. 281-284 (start at p. 281 "Flowmeters" and stop at p. 284 before "Hydraulic Calculators").
Chapter 9: Entire chapter.
Chapter 10: Only pp. 335-366.
Chapter 14: Entire Chapter.
Chapters 16, 17, 18, 19, and 20: Entire chapters.

Exclude all formulas – No formulas will be referenced, no calculations will be required.

LIEUTENANT ONLY

Building Construction Related to the Fire Service, Fourth Edition, 2016. (IFSTA)
Entire book except Appendices

Engine Company Fireground Operations, Richman, H., Third Edition, 2008. (Jones and Bartlett)
Entire book including Glossary.

Structural Fire Fighting: Truck Company Skills and Tactics, Second Edition, 2010. (IFSTA)
Chapters 1, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, and 14.

CAPTAIN ONLY

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

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Fourth Edition, 2017. (Prentice-Hall, Inc.)
Entire book except Chapter 2.

Fire and Emergency Services Administration: Management and Leadership Practices, Smeby Jr., L.C., Second Edition, 2013 (Jones and Bartlett)
Chapters 2, 3, 4, 7, 8, 9, 10, and 11: Entire Chapters

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) 752-9768; 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.