



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, Boston Fire Commissioner

FROM: Regina Caggiano Director, Civil Service Unit

DATE: December 20, 2019

SUBJECT: Reading Lists for Boston Deputy and District Fire Chief Examinations

BOSTON DISTRICT FIRE CHIEF
BOSTON DEPUTY FIRE CHIEF
EXAMINATION DATE – Friday, July 24, 2020

All examinations questions will be based on the following texts. Please note that only those chapters and/or sections listed below are INCLUDED. For all texts exclude appendices, glossaries, and the index.

Readings for Both Boston District and Deputy Fire Chief

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

Entire text except all Appendices and Tactical consideration boxes.

Safety and Survival on the Fireground (2nd Ed). Dunn, V. (2015). Tulsa, OK: Fire Engineering.

Entire text **except** Chapters 10, 23, 24, and Appendix. There will be no questions on scenarios at the beginning of each chapter.

Fire Protection, Detection, and Suppression Systems (5th ed.). IFSTA (2016) Oklahoma State University, Stillwater, OK: Fire Protection Publications

Chapter 1: entire chapter

Chapter 2: pp. 27-57; stop at "Inspection and Testing of Fire Detection and Alarm Systems"

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Chapter 3: pp. 69-83; stop at “Public Water Supply Systems”
Chapter 4: pp. 105-143; stop at “Testing and Inspection”
Chapter 5: pp. 151-162; stop at “Standpipe Inspection and Testing”
Chapter 7: entire chapter; exclude any sub-titled section “Inspection and Testing...”
Chapter 8: pp. 217-233; stop at “System Testing, Inspection, and Maintenance”

Exclude appendices, glossary, tables, figures, case histories, and information boxes.

Hazardous Materials for First Responders (5th ed.). IFSTA (2017) Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapter 1: pp. 11-28 (stop at “Hazmat Regulations”)
Chapter 2: pp. 72-80 (start at “Transportation Placards, Labels, and Markings”, stop at the end of p. 80), pp. 86-88 (start at “NFPA 704 System”, stop at “Globally harmonized system”)
Chapter 3: entire chapter
Chapter 4: pp. 137-177 (stop at “Hazard Classes”) pp. 199-205 (start at “Additional Information” stop at the end of chapter)
Chapter 5: pp. 209-225 (stop at “General Container Types and Behavior”)
Chapter 7: pp. 331-355 (start at “Implementing Response Objectives and Action Options” stop at end of chapter)
Chapter 8: pp. 361-380 (stop at “Identification of IED’s”) , pp 388-417 (start at “Response to Explosive/IE events” stop at end of chapter)
Chapter 10: entire chapter
Chapter 12: entire chapter
Chapter 13: entire chapter
Chapter 15: entire chapter

Exclude appendices, glossary tables, metric equivalents, figures, and skill sheets.

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

Sections: 2, 2A, 3, 4, 5, 5A, 6, 9, 10A, 10C, 10H, 12, 14, 23, 24, 25, 25E, 26A, 26A1/2, 26B, 26C, 26D, 26E, 26F, 26F1/2, 26G, 26G1/2, 26H, 26I, 27, 27A, 28, 29, 32, 34A, 37, 39, 46, 56, 58

Strategic and Tactical Considerations on the Fireground Smith, J. P. (2016). (4th ed.). Old Tappan, NJ: Prentice-Hall, Inc.

Chapter 1: pp. 5- 11 (start at “Spread of Heat” stop at end of p. 11), pp. 16-27 (start at “Needed fire flow” stop at “Firefighter Life Safety Initiatives”)
Chapter 3: pp. 90-127 (start at “Incident Scene Decision Making” stop at the end of p 127)
Chapter 7: pp. 262-303 (stop at “Wildland Urban Interface”)
Chapter 8: pp. 319-379 (stop at “Schools and Other Active Shooter Incidents”)
Chapter 9: entire chapter
Chapter 10: pp. 473-482 (start at “Tank Farm/Refinery Fires” stop at “Terrorism Incidents”)
Chapter 11: entire chapter

Exclude figures, “On Scene” boxes, and “NIOSH” boxes

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

Chapters 1-3: entire chapter

Chapter 4: pp. 59-70 (stop at “Meetings”)

Chapters 6-7: entire chapter

Chapter 8: pp. 155-159 (start at “Training and Development , stop at “Instructional Methods”)

Chapters 10-12: entire chapter

Chapter 14: pp 281-287 (stop at “Types of Discrimination”)

Exclude: Case studies, action projects, and self appraisals.

Deputy only

Managing Fire and Emergency Services. (4th ed) International City/County Management Association. (2012). Atlanta, GA: International City/County Management Association (ICMA) Distribution Center.

Chapter 2: entire chapter

Chapter 3: pp. 88-92 (start at “Creating a Strategic Plan” and stop at the end of p. 92)

Chapter 4: entire chapter

Chapters 6-11: entire chapter

Exclude case studies, action projects and self appraisals

READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT

Please note that only those sections listed below are INCLUDED.

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). # 111, 112, 120, 200 (exclude glossary), 201, 202, 203, 204, 206, 207, 208, 209 (exclude addendum), 213, 214, 215, 216, 220, 230, 231, 232, 234, 235, 236, 238, 239, 241, 250, 250A, 251, 252, 259, 260, 261, 262, 263, 269, 280, 283, 285, 300, 301, 302, 303, 304, 305, 310, 320, 321, 340, 341, 342, 401, 402, 405, 503, 601, 610, 620, 621, and 640.

Appendix F- Boston Fire Department/ IAFF Local 718 Drug and Alcohol Free Workplace

Amended: June 22, 2020

Policy Exclude Appendix A- Rehabilitation Agreement

****The above Boston Only reading will be available on Target Safety, in the File Center, under the heading: *2020 District-Deputy Reading List*.

PUBLISHERS OF READING LIST TEXTS

- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9764; <http://www.pennwellbooks.com/categories/fire-rescue.html>
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-8045; (800) 654-4055; <https://www.ifsta.org>
- ICMA (International City Management Association) Distribution Center, P. O. Box 931897, Atlanta, GA 31193; (800) 745-8780; <https://icma.org/>
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; <http://www.jblearning.com/>
- Prentice-Hall, Inc., Pearson Education, Consumer Credit Sales, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; <http://www.mypearsonstore.com/>

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 Sebastian Moscardi at <mailto:sebastian.moscardi@mass.gov>

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.