



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

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 Deputy Fire Chief Examination

STATEWIDE DEPUTY FIRE CHIEF

EXAMINATION DATE – SATURDAY, NOVEMBER 18, 2023

This reading list will pertain to the Human Resource Division Written Examination for Deputy 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.

Chief Officer (3rd Edition). IFSTA (2014). Oklahoma State University, Fire Protections Publications.

Chapter 1: Entire Chapter

AMENDED September 13, 2023



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

Chapter 3: Entire Chapter-Exclude p. 114-135 (“Participation in the Political Arena” to the end of the chapter)
Chapters 5-6: Entire Chapters
Chapter 8: Entire Chapter

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

Chapter 2: Entire Chapter
Chapter 4: Entire Chapter
Chapter 7: Entire Chapter
Chapter 9: Entire Chapter
Chapter 17: Entire Chapter
Chapter 23: Entire Chapter

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

Chapter 1: Entire Chapter
Chapter 2: Entire Chapter-Exclude p. 31- 48 (Start of chapter- “Transportation Container Shapes”) & p. 66-89 (“Transportation Placards, marking, and Labels” – “Reference Sources”)
Chapter 4: Entire Chapter-Exclude p. 125-126 (“Roles and Responsibilities of Operations Level Responders” – “Physical Properties”), p. 130-132 (“Changes of State” – “Pressure and Vapor Pressure”), p. 135-144 (“Specific gravity” – “Corrosivity”), & p. 148-176 (“Radioactivity” – End of Chapter)
Chapter 6: Entire Chapter- Exclude p. 239-240 (Start of Chapter- “Situational Awareness”), p. 245-261 (“Terrorism- “Operations at Radiological Attack Incidents”), & p. 271-275 (“Evidence Recognition and Preservation” – End of Chapter)
Chapters 7-9: Entire Chapters
Chapter 11: Entire Chapter-Exclude p. 418-453 (“Technical Decontamination”- End of Chapter)
Chapter 16: Entire Chapter



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

Note: All Hazardous Material questions and information are sourced from only this text.
Note: Exclude appendices, ~~glossary~~, ~~Key Terms~~, and tables, ~~metric equivalents~~, and skill sheets¹.

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

Chapter 2: Entire Chapter

Chapter 4: Entire Chapter-Exclude p. 134-147 (“Water Mist Fire Suppression Systems” to end of chapter)

Chapter 5: Entire Chapter

Chapter 6: Entire Chapter-Exclude p. 175-194 (“End Suction Centrifugal Pumps” to end of chapter)

Chapters 7-8: Entire Chapters

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

Chapters 5-6: Entire Chapters

Chapter 7: Entire Chapter- Exclude p. 303-318 (“Wildland Urban Interface” to end of chapter)

Chapters 8-11: Entire Chapters

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

***Fire Service Personnel Management.** (3rd Edition). Edwards, Steven T. (2010). Upper Saddle River, NJ: Pearson.

Chapter 1: Entire Chapter-Exclude p. 16-17 (“City of Los Angeles: Code of Ethics”)

Chapter 2: Entire Chapter

Chapter 3: Entire Chapter-Exclude p. 65-70 (case studies)

¹ Skills sheets are excluded from Hazardous Materials for First Responders text.



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

Chapter 7: Entire Chapter-Exclude p. 161-163 (“Training Assessment”) & 166-190 (“Curriculum Development”- “**Career Development**”)
Chapter 9: Entire Chapter
Chapter 10: Entire Chapter-Exclude p. 248-268 (**Start of Chapter – “NFPA Health and Safety Standards**”) & p. 273-277 (“IAFF/IAFC Joint Labor Management Wellness/Fitness Initiative”- “**Level 4: Organizational Influences**”)
Chapter 11: Entire Chapter-Exclude p. 288-307 (**Start of Chapter - “Impasse Resolution Procedure**”) & p. 313-317 (“IAFC/IAFF Labor-Management Initiative Guiding Principles” to end of chapter)
Chapter 12: Entire Chapter-Exclude p. 321-324 (**Start of Chapter – “Fundamentals of Productivity Improvement**”) & p. 329-331 (“Using Models”- “**Accreditation**”), & p. 341-345 (“Performance Incentives” to end of chapter)
Chapter 13: Entire Chapter- Exclude p. 359-364 (“Degrees at a Distance Program” to end of chapter)

***This Book is currently out of print due to a change in publisher. A new publisher has reissued the book under a new title < Fire Service Human Resource Management. The content of the books is nearly identical, but the page numbers are different due to pictures and diagrams. Either book is an acceptable study sources and contain equivalent testing material. If you are using the Fire Services Human Resource Management text, see below for chapters and page number reading requirements. For further questions regarding this book please contact Civil Service (shelagh.herbert@mass.gov)**

Fire Service Human Resource Management (4th Edition). Edwards, Steven T. (2020). Hoboken, NJ. Pearson.

Chapter 1: Entire Chapter- Exclude p. 16-17 (“City of Los Angeles: Code of Ethics”)
Chapter 2: Entire Chapter- Exclude p. 50-51 (“Implementing a Social Media Policy”)
Chapter 3: Entire Chapter- Exclude p. 69- 77 (case studies)
Chapter 7: Entire Chapter- Exclude p. 171-173 (“Training Assessment”) & p. 176- 202 (“Curriculum Development” - “**Career Development**”)
Chapter 9: Entire Chapter



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

Chapter 10: Entire Chapter- Exclude p. 260- 281 (Start of Chapter- “NFPA Health and Safety Standards”) & p. 286-290 (“IAFF/IAFC Joint Labor Management Wellness/Fitness Initiative”- “Level 4: Organizational Influences”)
Chapter 11: Entire Chapter- Exclude p. 307- 327 (Start of Chapter - “Impasse Resolution Procedure”) & p. 333- 337 (“IAFC/IAFF Labor-Management Initiative Guiding Principles” to end of chapter)
Chapter 12: Entire Chapter- Exclude p. 341-344 (Start of Chapter – “Fundamentals of Productivity Improvement”) & p. 349-351 (“Using Models”- “Accreditation”), & p. 361-365 (“Performance Incentives” to end of chapter)
Chapter 13: Entire Chapter- Exclude p. 380- 385 (“Degrees at a Distance Programs” – end of chapter)

Massachusetts General Laws: Chapter 148

Section: 2, 2A, 3, 4, 5, 26, 26A, 26A1/2, 26B, 26C, 26F, 26F1/2, 26G, 26G1/2, 26H, 27A, 28A, 34, 34A, & 34B

PUBLISHERS OF READING LIST TEXTS

Chief Officer (3rd Edition) IFSTA (2014). Oklahoma State University, Fire Protections Publications. <https://www.ifsta.org/shop/ebook-chief-officer-3rd/75131>

~~Safety and Survival on the Fireground (4th Edition) Smith, James P. (2017). New York, NY. Pearson.~~ (2nd Edition) Dunn, Vincent. (2015). Tulsa, Oklahoma. PennWell Corporation. [Safety and Survival on the Fireground, 2nd Edition by Vincent Dunn \(fireengineeringbooks.com\)](http://fireengineeringbooks.com)

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>



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600
BOSTON, MA 02114

MAURA T. HEALEY
GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JEFF McCUE
ASSISTANT SECRETARY
CHIEF HUMAN RESOURCES OFFICER

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>

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>

Fire Service Personnel Management (3rd Edition) Edwards, Steven T. (2010). Upper Saddle River, NJ. Pearson. (This book is available for purchase via Amazon, Chegg, and other online retailers. For more information on how to gain access to this book, **contact Civil Service - shelagh.herbert@mass.gov**)

Fire Service Human Resource Management (4th Edition). Edwards, Steven T. (2020). Hoboken, NJ. Pearson. [Fire Service Human Resources Management \(pearson.com\)](https://www.pearson.com)

Massachusetts General Laws: Chapter 148. [Chapter 148 \(malegislature.gov\)](https://malegislature.gov)

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. 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](#)