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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Fire Department Appointing Authorities, Fire Chiefs
FROM: Regina Caggiano, Director of Civil Service
DATE: May 16, 2024
SUBJECT: Reading List for Deputy Fire Chief Examination

STATEWIDE DISTRICT FIRE CHIEF

EXAMINATION DATE – SATURDAY, NOVEMBER 16, 2024

This reading list will pertain to the Human Resource Division Written Examination for District Fire Chief Exam administered on November 16, 2024.

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.

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

Chapter 1
Chapter 2
Chapter 3
Chapter 4
Chapter 6
Chapter 7
Chapter 9
Chapter 10
Chapter 11
Chapter 15

Chapter 16

Note: Exclude Appendices, Key Terms, Tables, Figures, Case Study Definitions, and Skill Sheets.

Fire Officer Principles and Practice (4th Edition) Ward, Michael. (2021). NFPA. Jones and Bartlett Publishers and the National Fire Protection Association.

Chapter 2: exclude pg. 41-47 (“Leadership and Management Theories” up to “Leadership Challenges”)

Chapter 3

Chapter 4

Chapter 5: exclude pg. 130-138 (“The Budget Cycle” up to “Human Resources”)

Chapter 6: exclude pg. 158-171 (Start of chapter up to “Understanding Fire Code Compliance Inspections”)

Chapter 9

Chapter 10: exclude pg. 272-277 (Start of chapter up to “Negative Discipline: Correcting Unacceptable Behavior”) & pg. 280-283 (“Documenting Fire Fighter Performance” up to “The Four Borders of Human Resources”)

Chapter 11

Chapter 12: exclude pg. 319-329 (“Navigating the Budgetary Process: A Case Study” up to end of chapter).

Chapter 13

Note: Exclude all Figures, Voices of Experience, Fire Officer Tip boxes, and Appendices.

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

Chapter 1

Chapter 2

Chapter 4

Chapter 5

Chapter 8

Note: Exclude “Testing and Inspections” sections at the end of each chapter

Fire Service Law (2nd Edition). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc.

Chapter 1

Chapter 2

Chapter 7

Chapter 8

Chapter 15

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

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

Chapter 1
Chapter 2
Chapter 3
Chapter 5
Chapter 6
Chapter 7
Chapter 8
Chapter 9
Chapter 11

Note: Exclude Figures, “On Scene” boxes, “NIOSH” boxes, and Glossary.

PUBLISHERS OF READING LIST TEXTS

Hazardous Materials for First Responders (6th Edition). IFSTA. (2022). Oklahoma State University, Fire Protections Publications. [Hazardous Materials, 6th Edition. \(ifsta.org\)](https://www.ifsta.org/).

Fire Officer Principles and Practice (4th 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 Protection, Detection, and Suppression Systems (5th Edition). ISFTA. (2016). Oklahoma State University, Fire Protections Publications. [Fire Protection, Detection, and Suppression Systems, 5th Edition \(ifsta.org\)](https://www.ifsta.org/).

Fire Service Law (2nd Edition). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc. [Fire Service Law, 2nd Edition. \(amazon\)](https://www.amazon.com/).

Strategic and Tactical Considerations on the Fireground (4th Edition). Smith, James P. (2017). New York, NY, Pearson. [Strategic & Tactical Considerations on the Fireground \(pearson.com\)](https://www.pearson.com/)

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. 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 Carly Planker at carly.planker@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](#)