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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:** December 17, 2024

**SUBJECT:** Reading List for Fire Chief Examination

## **FIRE CHIEF**

### **EXAMINATION DATE – Wednesday, May 07, 2025**

This reading list will pertain to the Human Resource Division Written Examination for Fire Chief administered on Wednesday, May 07, 2025.

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.

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**Chief Officer: Principles and Practices.** (3<sup>rd</sup> Edition) Purchase, David J. (2021). Burlington, MA: Jones and Bartlett.

Chapter 2  
Chapter 3

PUBLISHED December 17, 2024

Chapter 4: exclude p. 115-124 (“Laws regarding Human Resources” through the end of chapter)  
Chapter 5: exclude p. 146-165 (“Employee Compensation” up to “Professional Development”)  
Chapter 6  
Chapter 10  
Chapter 11

*Note:* Exclude Figures, Tables, and “Voice of Experience” sections.

**Fire and Emergency Services Administration: Management and Leadership Practices.** (3<sup>rd</sup> Edition) Smeby Jr, C. (2022). Burlington, MA: Jones and Bartlett.

Chapter 3  
Chapter 4  
Chapter 5  
Chapter 6: exclude p. 109-111 (“Affirmative Action Cases” up to “Minimum Job Performance Requirements” and p. 120-121 (“Relevant Supreme Court Cases” up to “Discipline”)  
Chapter 10  
Chapter 11  
Chapter 12  
Chapter 13

*Note:* Exclude all material from boxes (such as Case Studies, Words of Wisdom, Activities, Tables, and Facts and Figures).

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

Entire Textbook

**Understanding Stress Disorder. A Self-Help Workbook for Identifying the Signs of Stress & Learning How to Fight, Manage and Overcome It to Start Living a Stress-Free Life.** Care, Alison. (2019). Care Corp.

Entire Textbook

## PUBLISHERS OF READING LIST TEXTS

**Chief Officer: Principles and Practices.** (3<sup>rd</sup> Edition) Purchase, David J. (2021). Burlington, MA: Jones and Bartlett. <https://www.psglearning.com/catalog/productdetails/9781284172478>

**Fire and Emergency Services Administration: Management and Leadership Practices.** (3<sup>rd</sup> Edition) Smeby Jr, C. (2022). Burlington, MA: Jones and Bartlett. <https://www.psglearning.com/catalog/productdetails/9781284180213>  
(Available for purchase via Amazon or other online retailers)

**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?view=educator>

**Understanding Stress Disorder. A Self-Help Workbook for Identifying the Signs of Stress & Learning How to Fight, Manage and Overcome It to Start Living a Stress-Free Life.** Care, Alison. (2019). Care Corp. (Book available for purchase via Amazon or other online retailers)

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 Natalie Blaies at [natalie.blaies@mass.gov](mailto:natalie.blaies@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](#)