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READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY

TO: Paul Burke, Commissioner – Boston Fire Department
FROM: Regina Caggiano, Director of Civil Service
DATE: January 16, 2024
SUBJECT: Reading List for Boston Deputy Fire Chief Examination

BOSTON DEPUTY FIRE CHIEF EXAMINATION DATE – SATURDAY, JUNE 8, 2024

This reading list will pertain to the Human Resource Division Written Examination for Boston Deputy Fire Chief administered on June 8, 2024.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Chapters listed with a dash (i.e., 2 – 14) should be read from the first listed chapter through the last listed chapter. 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.

Brannigan's Building Construction for the Fire Service (6th Ed.). Brannigan, F.L. and Corbett, G.P. (2021). Sudbury MA: Jones and Bartlett Publishers.

Chapters 2 - 14

Note: Exclude Appendices, "Branniganisms", Case Studies, Figures, Glossary, Tables, and Tactical Consideration boxes.

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

Chapters 1 - 9, 11 - 23

Hazardous Materials for First Responders (6th Ed.) Edwards, K. (2022). Oklahoma State University: Fire Protection Publications.

Chapters 1 - 8

Chapter 15: exclude pg. 565 - 580 (“Securing, Characterizing, and Preserving the Scene” to end of chapter)

Chapter 16: exclude pg. 603 - 609 (“Operations at Illicit Labs” to end of chapter)

*Note: **Include** “Information Boxes” (blue “i” text callout box)*

Note: Exclude Appendices, Tables (both stand alone and within text callout boxes), Figures, Skill Sheets, any Canadian or Mexican specific details, and the following Text Callout Boxes: “Case Study Definition” (purple book), “What This Means to You” (red Maltese cross), and “Safety Alert Definition” (orange exclamation).

Massachusetts General Laws: Chapter 148 – Fire Prevention (as amended through the release date of this reading list)

Sections: 2, 2A, 4, 5, 5A, 9, 10C, 12, 14, 23, 24, 25A, 25B, 25E, 26, 26A, 26B, 26C, 26D, 26E, 26F, 26F ½, 26G, 26G ½, 26H, 26I, 27A, 28, 29, 34A, 37, 39, 58, 59

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

Chapter 1: exclude pg. 27 - 35 (“Firefighter Life Safety Initiatives” to end of chapter)

Chapter 3: exclude pg. 82 - 90 (“Beginning of Chapter” up to “Incident Scene Decision Making”)

Chapter 6

Chapter 7: exclude pg. 303 - 318 (“Wildland Urban Interface” to end of chapter)

Chapter 8: exclude pg. 379 - 393 (“Schools and Other Active Shooter Incidents” to end of chapter)

Chapter 9: exclude pg. 428 - 456 (“High-Rise Buildings” to end of chapter)

Chapter 10: exclude pg. 457 - 473 (“Beginning of Chapter” up to “Tank Farm/Refinery Fires”)

Chapter 11: exclude pg. 526 - 532 (“Beginning of Chapter” up to “Critical Incident Stress”)

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

Chief Officer, Principles and Practice (3rd Ed.) Purchase, David. J. (2021). Burlington, MA: Jones and Bartlett Learning, LLC and National Fire Protection Association (NFPA).

Chapter 1

Chapter 2

Chapter 3: exclude pg. 79 - 81 (“Program Proposals” up to “Media Relations Programs”)

Chapter 4: exclude pg. 111 - 114 (“Lawsuits” up to “Legal Trends”), pg. 115-120 (“Federal Laws” up to “State Laws”)

Chapter 5: exclude pg. 140 - 144 (“Anticipating Needs” up to “Determining Staffing Levels”), pg. 146 - 152 (“Employee Compensation” up to “Personnel Management”), pg. 156 - 158 (“Hiring and Recruiting” up to “Employee Assistance Program”), pg. 168 - 173 (“Promotion Programs” up to “Mentoring”)

Chapter 9: exclude pg. 285 (“Funding Fire Safety Activities” up to “Addressing Service Delivery Problems Through Change”)

Chapter 10: exclude pg. 307 - 308 (“Budget Impacts” up to “Role of Chief Officer in Code Enforcement”)

*Note: **Include** “Hot Terms” sections, and “Chief Officer Tip” sections*

Note: Exclude Figures, Summaries, Appendices, “Knowledge and Skills Objectives” (at the beginning of each chapter), and the following sections throughout text: “You are the Chief Officer Conclusion”, “Voice of Experience”, “Deputy Chief Activity”, and “Chief Officer in Action”.

READING REQUIRED BY THE BOSTON FIRE DEPARTMENT

Progressive Discipline Guidelines, Boston Fire Department (Dated June 2006)

- 1
- 2: exclude pg. 12-14
- 3
- 4
- 5

Rules and Regulations of the Boston Fire Department (Dated June 1, 1997)

- 1
- 2: exclude 2.2
- 5
- 18: exclude 18.44 (o) and Appendix A
- 20

Standard Operating Procedures of the Boston Fire Department (as amended through the release date of this reading list):

1, 1A, 111, 112, 115, 120, 200, 202, 204, 206, 207, 208, 209, 215, 217, 230. 231. 232. 233. 234. 235. 236, 238, 240, 241, 250, 250A, 251, 252, 260, 261, 262, 263, 269, 280, 300, 301, 302, 303, 304, 305, 306, 308, 320, 340, 341, 342, 402, 405, 601, 610, 640

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

Sections: 1 - 12

PUBLISHERS OF READING LIST TEXTS

Brannigan's Building Construction for the Fire Service (6th Ed.). [Jones and Bartlett Publishing](#)
(www.psglearning.com)

Safety and Survival on the Fireground (2nd Ed.). [Fire Engineering](#)
(www.fireengineeringbooks.com)

Hazardous Materials for First Responders (6th Ed.). [Fire Protection Publications](#). (www.ifsta.org)

Massachusetts General Laws Chapter 148. (malegislature.gov)

Strategic and Tactical Considerations on the Fireground (4th Ed.). [Pearson](#) (www.pearson.com)
Note: eBook available on publisher's website, hardcover availability on other third-party websites.

Chief Officer, Principles and Practice (3rd Ed.). [Jones and Bartlett Publishing](#)
(www.psglearnng.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, 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 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](#)