



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

CHARLES D. BAKER
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KARYN E. POLITO
Lieutenant Governor

MICHAEL J. HEFFERNAN
Secretary

JEFF McCUE
Assistant Secretary
Chief Human Resources Officer

AMENDED

TO: Boston Fire Commissioner

FROM: Regina Caggiano, Director, Civil Service Unit

DATE: December 30, 2020

SUBJECT: Reading List for Senior and Principal Fire Alarm Operator in Boston

**SENIOR AND PRINCIPAL FIRE ALARM OPERATOR
BOSTON
EXAMINATION DATE – Friday, May 28th, 2021**

This reading list will pertain to all Human Resource Division (HRD) Written Examinations for Senior and Principal Fire Alarm Operator Examinations that are administered in 2021.

All candidates are responsible for reading all the texts and other materials listed on this announcement. Examination questions will be based on the following texts.

SENIOR AND PRINCIPAL

NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, (2019 ed.). National Fire Protection Association.

Read Entire Chapter 7 - Operating Procedures

PRINCIPAL ONLY

Critical Incident Management: A Complete Response Guide, (2nd ed.), 2012. CRC Press.

Entire text **EXCEPT**: Chapters: 6, 7, 9, 10. Exclude all Appendixes

Amended: January 15, 2021

SENIOR AND PRINCIPAL

Standard Operating Procedures of the Boston Fire Department (as most recently amended).

1, 111, 112, 120, 201, 206, 207, 209, 220, 231, 232, 234, 236, 237, 240, 241, 242, 263, 272, 280, 285, 300, 303, 305, 320, 320A, 340, 341, 342, 405.

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

Entire text EXCEPT:

- CHAPTER 4 Fire Commissioner Administrative Staff
- CHAPTER 6 Department Chaplains
- CHAPTER 7 Medical Examiner
- CHAPTER 10 District Chiefs
- CHAPTER 11 Company Commander
- CHAPTER 13 Fire Lieutenant
- CHAPTER 14 Senior Fire Fighter
- CHAPTER 15 Aides
- CHAPTER 16 Apparatus Chauffeurs
- CHAPTER 22 Training, Maintenance and Research Division sections 22.12 through 22.28
- CHAPTER 23 Special Projects Division

Progressive Discipline Guidelines, Boston Fire Department (Dated June 8, 2006).

Box Cards for City and Metro (Responses)

Entire list of Districts and Companies Associated

Geography of Boston, as referenced by box location

Checklists, (Dated May 2020)

- a. Active Shooter
- b. Code A
- c. MBTA Power procedures
- d. Logan/Massport
- e. Haz-Mat Notification.doc
- f. LNG.doc
- g. Tech Res

PUBLISHERS OF READING LIST TEXTS

NFPA, 11 Tracy Drive, Avon, MA 02322; 800-344-3555; <https://www.nfpa.org>

CRC Press, 6000 Broken Sound Parkway NW, Suite 300; 800-634-7064; <https://www.crcpress.com>

Please note that HRD does not recommend specific bookstores or booksellers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with your department or local union representative for assistance. Many local bookstores or booksellers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Adele Jean at: adele.jean@mass.gov

A copy of this reading list is posted on the HRD website at www.mass.gov/hrd/readinglists.

Amended: January 15, 2021