



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
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Chief Human Resources Officer

TO: Fire Department Appointing Authorities, Fire Chiefs  
FROM: Regina Caggiano, Director of the Civil Service Unit  
DATE: May 13, 2021  
SUBJECT: READING LISTS FOR THE STATEWIDE FIRE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT, FIRE CAPTAIN  
STATEWIDE  
EXAMINATION DATE – SATURDAY, NOVEMBER 13, 2021**

This reading list will pertain to the Human Resource Division Written Examinations for Statewide Fire Lieutenant and Captain that are administered in 2021.

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 examination questions will be based on these materials.

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**LIEUTENANT AND CAPTAIN**

**Fire and Emergency Services Company Officer** (6<sup>th</sup> ed., 2019). (IFSTA)

*Entire Chapters: 1–8, 11*

*\*Exclude case histories, appendices, tables, glossary, and Canadian Government references*

**Building Construction Related to the Fire Service** (4<sup>th</sup> ed., 2016). (IFSTA)

*\* Exclude case histories, appendices, tables, glossary, and formulas.*

**Structural Fire Fighting: Initial Response Strategy and Tactics**, (2<sup>nd</sup> ed., 2017). (IFSTA)

*Entire Chapters: 1– 6*

*\*Exclude formulas, and tables*

**Structural Fire Fighting: Truck Company Skills and Tactics**, (2<sup>nd</sup> ed., 2010). (IFSTA)

*Entire Chapters: 3, 5, 9 –14*

**Hazardous Materials for First Responders**, (5<sup>th</sup> ed.,2017). (IFSTA)

*Entire Chapters: 1 – 5, 7, 8, 10, 12, 13, 15*

*\*Exclude appendices, metric equivalents, glossary, tables, and figures.*

**Massachusetts General Laws**, Chapter 148 (as amended through the release date of this reading list sections:

*1, 2, 2A, 4, 5, 6, 9, 10, 10B, 10C, 10D, 23, 24, 26B-26I, 27, 27A, 28, 28A, 30A, 33, 39, 46, 52, 58, 59.*

### **LIEUTENANT ONLY**

NONE

### **CAPTAIN ONLY**

**Fire and Emergency Services Company Officer**, (6<sup>th</sup> ed., 2019). (IFSTA)

*Additional Chapters: 12-16*

**Collapse of Burning Buildings**, Dunn, V., (2<sup>nd</sup> ed., 2010). (Fire Engineering)

*Chapters 1 – 19, 22, and 23: Entire Chapters*

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

*Chapters 2 – 4, 7 – 11, and 13: Entire Chapters*

*\*Exclude all material from boxes (such as Case Studies, Words of Wisdom, Activities, Tables, Facts and Figures, and Chief Officer Tips).*

### **PUBLISHERS OF READING LIST TEXTS**

- International Fire Service Training Association (IFSTA), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; [www.ifsta.org](http://www.ifsta.org).
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; [www.pennwellbooks.com](http://www.pennwellbooks.com).
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; <https://www.jblearning.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 Adele Jean at [adele.jean@mass.gov](mailto:adele.jean@mass.gov). A copy of the reading list is posted on the Human Resources Division website in the Civil Service section. [Click here!](#)