



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
ONE ASHBURTON PLACE, BOSTON, MA 02108

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**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

TO: Boston Fire Department  
Fire Chiefs

FROM: George J. Bibilos, Director, Organizational Development Group/Civil Service Unit

DATE: December 1, 2017

SUBJECT: Reading Lists for Boston Deputy and District Fire Chief Examinations

**DISTRICT FIRE CHIEF**  
**DEPUTY FIRE CHIEF**  
**EXAMINATION DATE – Saturday, May 19, 2018**

Candidates are responsible for reading the following texts (please note carefully which edition is listed for each). All chapters, appendices, glossaries, etc., are included, unless otherwise noted. All examination questions will be based on these materials.

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**READINGS IN FIRE SCIENCE**

*Brannigan's Building Construction for the Fire Service* (5<sup>th</sup> ed.). Brannigan, F.L. and Corbett, G.P. (2015). Sudbury, MA: Jones and Bartlett Publishers.

Entire text including Glossary terms except: Chapter 12 and all Appendices and Tactical consideration boxes.

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

Exclude Chapters 10, 22, 23, 24, and Appendix. There will be no questions on scenarios at the beginning of each chapter.

***Managing Fire and Emergency Services.*** (4<sup>th</sup> ed) International City/County Management Association. (2012). Atlanta, GA: International City/County Management Association (ICMA) Distribution Center.

Chapters 2, 3 (pp. 88-92, start at “Creating a Strategic Plan” and stop at end of p. 92), 4, 6, 7, 8, 9, 10, 11, 12 (pp. 335-346; start on p. 335 “Strategic planning” and stop at p. 346 before “Full cost accounting”), 14.

***Fire Protection, Detection, and Suppression Systems*** (5th ed.). IFSTA (2016) Oklahoma State University, Stillwater, OK: Fire Protection Publications

Chapter 1: entire chapter

Chapter 2: pp. 27-57; stop at “Inspection and Testing of Fire Detection and Alarm Systems”

Chapter 3: pp. 69-83; stop at “Public Water Supply Systems”

Chapter 4: pp. 105-143; stop at “Testing and Inspection”

Chapter 5: pp. 151-162; stop at “Standpipe Inspection and Testing”

Chapter 7: Entire Chapter; exclude any sub-titled section “Inspection and Testing...”

Chapter 8: pp. 217-233; stop at “System Testing, Inspection, and Maintenance”

Chapter 9: entire chapter

Exclude appendices, glossary, tables, figures, case histories, and information boxes.

***Hazardous Materials for First Responders*** (5th ed.). IFSTA (2017) Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapter 1: pp. 11-28; stop at “Hazmat Regulations”

Chapter 2: p. 72, start “Transportation Placards, Labels, and Markings”; stop p. 80, “Canadian Placards...”; start p. 86, “NFPA 704 Diamond”; stop at p. 88 “Globally Harmonized Systems”

Chapters 3, 4, 5, 8, 12, 13, and 15: entire chapters

Exclude appendices, glossary tables, figures, and skill sheets.

***Fire Investigator***, 2<sup>nd</sup> Edition. International Fire Service Training Association (IFSTA). (2010). Oklahoma State University, Stillwater, OK: Fire Protection Publications.

Chapters 2, 3, 4, 5 (pp. 125-151), 8, 9, 10 (pp. 239-248; stop at cameras), 11, 12, 13, 14, 15, and 16. Excludes appendices and glossary.

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

***Strategic and Tactical Considerations on the Fireground*** Smith, J. P. (2016). (4th ed.). Old Tappan, NJ: Prentice-Hall, Inc.

Chapter 1: entire chapter

Chapter 3: start p. 90, “Incident Scene Decision Making” to the end of the chapter

Chapters 7, 8, and 9: entire chapters

Chapter 10: start p. 473 “Tank Farm/Refinery Fires”; stop p. 482 “Terrorism Incidents”

Chapter 11: entire chapter

Exclude figures, “On Scene” boxes, and “NIOSH” boxes

***The Human Challenge*** (7<sup>th</sup> ed.). Tucker, M. L., McCarthy, A. M., & Benton, D. A. (2002). Old Tappan, NJ: Prentice-Hall, Inc.

Entire text EXCEPT:

Chapter 4: p. 72, Table 4-2 and pp. 73-82.

Chapter 5: entire chapter.

Chapter 8: pp. 154-155 (from Introduction to end of second set of bulleted items) and pp. 159-170 (from Instructional Methods to end of p. 170).

Chapter 9: entire chapter.

Chapter 13: entire chapter.

Chapter 14: pp. 286-299.

Chapter 15: pp. 301-305 and pp. 316-326 (from Union and Management Tactics to end of p. 326).

Chapter 16: entire chapter.

Case studies, action projects, and self-appraisals.

### **READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT**

Please note that only those sections listed below are INCLUDED.

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

Entire text.

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

District Fire Chief - 1, 2, 10, 18 (exclude 18.44 (o) and Appendix A), & 20.

Deputy Fire Chief - 1, 2, 5, 18 (exclude 18.44 (o) and Appendix A), & 20.

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

# 111, 112, 120, 200 (exclude glossary), 201, 202, 204, 206, 207, 209 (exclude addendum), 213, 214, 215, 216, 220, 230, 231, 232, 234, 235, 236, 238, 241, 250, 250A, 251, 252, 260, 261, 262, 263, 280, 283, 285, 300, 301, 302, 303, 304, 305, 310, 320, 321, 340, 341, 342, 401, 402, 405, 503, 601, 610, 615, 621, and 640.

**Appendix F- Boston Fire Department/ IAFF Local 718 Drug and Alcohol Free Workplace Policy** Exclude Appendix A- Rehabilitation Agreement

\*\*\*\*The above Boston Only reading will be available on the department share drive under 2018 District-Deputy Reading List

## PUBLISHERS OF READING LIST TEXTS

- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9764; <http://www.pennwellbooks.com/categories/fire-rescue.html>
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-8045; (800) 654-4055; <https://www.ifsta.org>
- International City Management Association (ICMA) Distribution Center, P. O. Box 931897, Atlanta, GA 31193; (800) 745-8780; <https://icma.org/>
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; <http://www.jblearning.com/>
- Prentice-Hall, Inc., Pearson Education, Consumer Credit Sales, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; <http://www.mypearsonstore.com/>

Please note that the Human Resources Division does not recommend specific bookstores 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 bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to William Brice at:  
[william.brice@state.ma.us](mailto:william.brice@state.ma.us).

A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists).