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

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Chief Human Resources Officer

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Fire Department Appointing Authorities
Fire Chiefs

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

DATE: January 16, 2018

SUBJECT: READING LIST FOR THE FIRE ALARM OPERATOR EXAMINATION

FIRE ALARM SENIOR & PRINCIPAL
BOSTON
EXAMINATION DATE – FRIDAY, June 8

Examinations for these ranks are scheduled for June 8, 2018. All applicants 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 chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

SENIOR AND PRINCIPAL

NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, 2016 Edition, (National Fire Protection Association).

Entire text **EXCEPT**: Chapter 4.1.2, 4.6.3.2, 4.6.4.5, 4.7.1.6, 4.7.4.2.1, 4.7.4.6.1, 4.7.4.6.2, and 4.10.8.1.3
Chapter 5.3.6, 5.3.8.1, 5.4.4.3, 5.5.1.1, and 5.5.2.1
Chapter 13.1.10 and 13.1.11
Annex A.13.1.10 and A.13.1.11
Annexes B, C, D and E

PRINCIPAL ONLY

Critical Incident Management: A Complete Response Guide, Second Edition, 2012. (CRC Press).

Entire Text **EXCEPT:** Chapter: 6, 7, 9, 10.
Exclude all Appendixes

Boston Candidates Only

READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT (SENIOR AND PRINCIPAL)
Please note that only those sections listed below are INCLUDED. Unless otherwise indicated, the effective date of materials used for study is as amended through the release date of this reading list.

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, 251, 252, 263, 272, 280, 283, 285, 300, 303, 305, 320, 320A, 340, 341, 342, 405.

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

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

PUBLISHERS OF READING LIST TEXTS

- NFPA, 11 Tracy Drive, Avon, MA 02322; 800.344.3555; www.nfpa.org.
- CRC Press, 6000 Broken Sound Parkway NW, Suite 300; https://www.crcpress.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@MassMail.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.