



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

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Lieutenant Governor

PAUL DIETL
Chief Human Resources Officer

TO: Fire Department Appointing Authorities
Fire Chiefs

FROM: Catherine Noyes, Director, Civil Service 

DATE: May 21, 2009

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT
FIRE CAPTAIN
EXAMINATION DATE – SATURDAY, NOVEMBER 21, 2009**

Candidates are responsible for reading the texts and other materials listed below and all pages of this announcement. Please note carefully which edition and date of publication is listed for each item. Questions will cover the reference in its entirety unless otherwise indicated. All examination questions will be based on these materials.

LIEUTENANT AND CAPTAIN

Fire and Emergency Services Company Officer, Fourth Edition, 2007. (IFSTA)

Lieutenants: Part A, Chapters 1-21 and Part B, Chapters 22, 23, 24, 26, 31, and 32.

Exclude appendices and glossary.

Captains: Entire book except appendices and glossary.

NOTE FOR ALL APPLICANTS: Chapter 23 (only pp. 537-558, start at beginning of p. 537 and stop at p. 548 before “Provincial and Territorial Governments”; start at p. 549 “Agencies of State and Provincial Governments” and stop at p. 558 before “Canadian Federal Government”).

Fire Inspection and Code Enforcement, Seventh Edition, 2009. (IFSTA)

Chapters 3-13 and 17, and all glossary terms related to these chapters. Exclude appendices.

First Responder, Bergeron, J. D. and Le Baudour, C., Eighth Edition, 2009. (Brady Prentice Hall)

Chapters 1-7: Entire chapters.

Chapter 8: Only pp. 206-234 (start at p. 206 “Cardiopulmonary Resuscitation (CPR)” and stop at end of p. 209; start at p. 230 “CPR--Responsibilities of the Emergency Medical Responder” and stop at the end of p. 231; start at p. 232 “Automated External Defibrillation” and stop at the end of p. 234).

Chapters 9-16: Entire chapters.

Hazardous Materials for First Responders, Third Edition, 2004. (IFSTA)

Entire book except appendices, metric equivalents, glossary, tables, and figures.

National Incident Management System, FEMA P-501, December 2008. (Federal Emergency Management Agency, U.S. Department of Homeland Security)

Entire book, including Appendix B, Glossary of Key Terms, and Acronyms.

Exclude Appendix A.

(Continued)

LIEUTENANT AND CAPTAIN (Cont.)

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

Pumping Apparatus Driver/Operator Handbook, Second Edition, 2006. (IFSTA)

Chapter 4: Entire chapter.

Chapter 6: Entire chapter.

Chapter 7: Only pp. 165-168 (start at p. 165 “Solid Stream Nozzles” and stop at p. 166 before “Determining the Flow From a Solid Stream Nozzle”; start at p. 167 “Fog Stream Nozzles” and stop at p. 168 before “Constant Flow Nozzles”).

Chapter 8: Only pp. 184-212 (start at p. 184 “Total Pressure Loss: Friction Loss and Elevation Pressure Loss” and stop at p. 187 before “Determining Your Own Friction Loss Coefficients” ; start at p. 190 “Determining Elevation Pressure” and stop at p. 212 before “Determining Net Pump Discharge Pressure”). Exclude metric pages.

Chapter 9: Only pp. 258-259 (start at p. 258 “Hand Method” and stop at p. 259 before “Equation H (5-inch hose)”).

Chapter 11: Only pp. 323-351 (start at p. 323 “Operating from a Pressurized Water Supply Source” and stop at the end of p. 351).

Chapter 15: Entire chapter.

Of the lettered formulas, you are required to know ONLY Formulas A, B, C, D, F, G, and I. You must also be able to apply Formula A. To do this, you need to know the coefficients in Table 8.3 (p. 186) for 1 ¾” hose with 1 ½” couplings and for 2 ½” hose; and the coefficients in Table 8.4 (p. 198) for two 2 ½” lines and for two 3” lines with 2 ½” couplings. NOTE: You will NOT be required to know or APPLY any formulas OTHER THAN those listed above.

LIEUTENANT ONLY

Building Construction Related to the Fire Service, Second Edition, 1999. (IFSTA)

Engine Company Fireground Operations, Richman, H., Third Edition, 2007. (Jones and Bartlett)

Ladder Company Fireground Operations, Richman, H., Third Edition, 2007. (Jones and Bartlett)

CAPTAIN ONLY

Collapse of Burning Buildings, Dunn, V., 1988. (Fire Engineering)

Entire book except appendix.

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Second Edition, 2008. (Prentice-Hall, Inc.)

Entire book except Chapter 2.

Supervision Today, Robbins, S. P., and DeCenzo, D. A., Sixth Edition, 2010. (Prentice-Hall, Inc.)

Chapter 1: entire chapter, except section “Where Do Supervisors Come From?” (p. 11).

Chapter 3: only p. 62 (entire page) and pp. 65-70 (start at p. 65 “Key Planning Guides” and stop at the end of Step 5 on p. 70).

Chapter 7: entire chapter.

Chapter 8: only pp. 191-205 (start at p. 191 “What is Motivation?” and stop at p. 205 before “Should Employees be Paid for Performance or Time on the Job?”).

Chapters 9, 10, 11, 14, 15, and 16: entire chapters.

(Exclude sections on enhancing understanding and developing your supervisory skills at the end of each chapter, and sections on news flashes.)

(Continued)

PUBLISHERS OF READING LIST TEXTS

- Brady Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; www.bradybooks.com.
- Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; www.pennwellbooks.com.
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org.
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; www.jbpub.com.
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 811-0912; www.bradybooks.com or http://vig.pearsoned.com/store/home/1,1205,store-20180_id-2,00.html.

*Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore or you can place an order with a bookstore on the internet.)

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with 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 Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. Please request additional copies of this list from your department's personnel office, or download from the Human Resources Division website in the Civil Service section at www.mass.gov/civilservice under Examination Information>Reading Lists.
