



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: Joseph Finn, Commissioner, Boston Fire Department  
 Connie Wong, Deputy Commissioner for Labor Relations, Human Resources, and Legal  
 Affairs, Boston Fire Department

FROM: Regina Caggiano, Deputy Director, Civil Service Unit.

DATE: May 17, 2018

SUBJECT: PROMOTIONAL EXAMINATION READING LIST

**FIRE LIEUTENANT  
 FIRE CAPTAIN  
 BOSTON FIRE DEPARTMENT  
 EXAMINATION DATE – SATURDAY, November 17, 2018**

Examinations for these ranks are scheduled for November 17, 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.

**LIEUTENANT AND CAPTAIN**

*Fire and Emergency Services Company Officer*, Fifth Edition, 2014 (IFSTA)

Chapters 1 - 8: Entire chapters.  
 Chapter 11: p. 291-293 and p. 304-341.  
 Chapters 12 - 17: Entire chapters.

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

*Fire Inspection and Code Enforcement*, 8th Edition, 2016 (IFSTA)

Chapters 3 - 5: Entire Chapters  
 Chapter 7: p. 241-266 (Stop at bottom of p. 266)  
 Chapters 8 and 9: Entire Chapters  
 Chapter 11: p. 465-477 (Stop at “Water Supply Testing”)  
 Chapter 12: p. 503-532 (Stop at “Stationary Fire Pumps”)  
 Chapter 13: p. 563-594 (Stop at “Inspection and Maintenance of Special Agent Fire  
 Extinguishing Systems”)  
 Chapter 14: p. 607-637 (Stop at “Inspection and Testing”)  
 Chapter 16: p. 689-724 (Stop at “Complex Complaint Procedures”)

*\*Exclude all case histories, figures, tables, appendices and Glossary*

Hazardous Materials for First Responders, 5th Edition 2017 (IFSTA)

- Chapter 1: p. 11-28 (Stop at “Hazmat Regulations, Definitions, and Statistics”)  
Chapter 2: p. 72-80 (Start at “Transportation Placards, Labels, and Markings” and Stop at “Canadian Placards, Labels, and Markings” p. 86-88 (Start at “NFPA 704 System” and Stop at “Globally Harmonized System”)  
Chapter 3: Entire Chapter  
Chapter 4: p. 137-p177 (Stop at “Hazard Classes”)  
Chapter 5: p. 209-p225 (Stop at “General Container Types”)  
Chapter 7: p. 334-355 (Start at “Isolation and Scene Control” and Stop at End of Chapter)  
Chapter 8: p. 361-371 (Stop at “Explosive Attacks”), p. 389-417 (Start at “Chemical Attacks” and Stop at End of Chapter)  
Chapters 10 and 12: Entire Chapters  
Chapter 13: p. 607-619 (Stop at “Transportation Container Emergency Shutoff Devices”), p. 623-638 (“Start at Fire Control”, and Stop at End of Chapter)  
Chapter 15: Entire Chapter

*\*Exclude Tables, Figures, Skill Sheets, Appendices and Glossary*

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

Sections: 1, 2, 2A, 4, 5, 6, 7, 9, 10, 10A-10D, 23, 24, 26B-I, 27, 27A, 28, 28A, 30A, 33, 39, 46, 52, 58, 59

Standard Operating Procedures of the Boston Fire Department (as amended as of the date of this reading list)

1,111,112, 120, 200, 201, 202, 204, 205, 206, 207, 209, 212, 213, 214, 215, 216, 220, 225, 230, 231, 232, 234, 235, 236, 238, 241, 242, 250, 250A, 251, 252, 260, 261, 262, 263, 280, 283, 285, 300, 301, 302, 303, 304, 305, 310, 320, 321, 340, 341, 342, 400, 401, 402, 404, 405, 500, 501, 501A, 502, 503, 601, 610, 615, 620, 621, 640, and 702

**Note: Boston Fire Department Incident Command System (Jan 2006) has been replaced by SOP 200**

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

1, 2, 11, 12, 13, 18, 19, and 20.

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

Appendix F – Boston Fire Department Drug and Alcohol Free Workplace Policy.

**LIEUTENANT ONLY**

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

- Chapter 1: Entire chapter  
Chapter 2: p. 43-51 (Stop at “Occupancy Classifications”)  
Chapter 3: p. 65-74 (Stop at “Seismic Loads”), p. 79-88 (Start at “Structural Accommodations for Loads”, Stop at End of Chapter)  
Chapters 4 – 11: Entire Chapters  
Chapter 12: p. 309-319 (Stop at “Emergency Use of Elevators in High Rise Buildings”)  
Chapter 13: Entire Chapter

*\*Exclude: Case Histories, Tables, Figures, and Appendix*

Engine Company Fireground Operations, Richman, H., Third Edition, 2008. (Jones and Bartlett)

- Chapters 1 - 4: Entire chapters.  
Chapter 5: p. 68-82 (stop at p. 70 before “Mobile Water Supply Apparatus (Tankers and Tenders)” and Start at p. 72 “Pumper” and Stop at end of p. 82).  
Chapters 6 - 11: Entire chapters.

*Structural Firefighting: Truck Company Skills and Tactics*, Second Edition, 2010. (IFSTA)

Chapters 3, 5, and 9: Entire Chapters.

Chapter 10: Entire Chapter, excluding “Large-Area Search”, p. 268-270 and “Rapid Intervention”, p. 274-281.

Chapters 11 - 14: Entire Chapters.

### **CAPTAIN ONLY**

*Collapse of Burning Buildings*, Dunn, V., Second Edition, 2010. (Fire Engineering)

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

*Strategic and Tactical Considerations on the Fireground*, 4th edition 2016 (Prentice Hall)

Chapter 1: p. 1-22 (Stop at “Chief Officer”)

Chapter 3: p. 90-127 (Start at “Incident Scene Decision Making”, and Stop at the end of the chapter)

Chapter 4: p. 132-169 (Start at “Engine Company Operations”, and Stop at end of chapter)

Chapter 6: p. 234-259 (Start at “Safety”, and Stop at the end of chapter)

Chapter 7: p. 262-303 (Stop at “Wildland Urban Interface”)

Chapter 8: p. 319-379 (Stop at “Active Shooter Incidents”)

Chapter 9: p. 394-443 (Stop at “Staffing homeliness for Extended Periods”)

Chapter 11: Entire Chapter

*\*Exclude On-scene and NIOSH boxes*

*Fire and Emergency Services Administration*, Smeby Jr., L.C., Second Edition, 2014 (Jones and Bartlett)

Chapters 2, 3, 4, 7, 8, 9, 10, and 11: Entire chapters.

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

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### PUBLISHERS OF READING LIST TEXTS

- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; [www.pennwellbooks.com](http://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](http://www.ifsta.org)
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; [www.jbpub.com](http://www.jbpub.com)
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 922-0579; [www.bradybooks.com](http://www.bradybooks.com) or [http://vig.pearson.ed.com/store/home/1,1205\\_store-20180\\_id-2,00.html](http://vig.pearson.ed.com/store/home/1,1205_store-20180_id-2,00.html).

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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 Will Brice, Personnel Analyst, at 617-878-9745 or at [william.brice@mass.gov](mailto:william.brice@mass.gov). A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at <https://www.mass.gov/guides/examination-preparation-guides-and-reading-lists>.