



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
100 CAMBRIDGE STREET, SUITE 600, BOSTON, MA 02114

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Chief Human Resources Officer

TO: Boston Fire Commissioner

FROM: Regina Caggiano, Director, Civil Service Unit

DATE: March 6, 2020

SUBJECT: READING LIST FOR THE BOSTON FIRE CAPTAIN EXAMINATION

**BOSTON FIRE CAPTAIN  
EXAMINATION DATE – SATURDAY, FEBRUARY 27, 2021**

The examination for this rank is scheduled for February 27, 2021. 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. Examination questions will be based on the listed materials.

*Fire and Emergency Services Company Officer*, Sixth Edition, 2019. (IFSTA)

- Chapters 1 - 5
- Chapter 6 (p127-139, stop at “Budget Process”, p142-148, start at “Records Management”, stop at end of p148)
- Chapter 7
- Chapter 8
- Chapter 9 (p207-210, stop at end of p210)
- Chapter 10 (p265-277, stop at “Inspecting/Testing Fire Protection Systems, p286-300, start at “Pre Incident Survey Process”, stop at end of p300)
- Chapter 11
- Chapter 12 (p351-359, Start at “Managing Change and Solving Problems”, stop at end of p359, p360-367, start at “Interagency and Intergovernmental” Cooperation, stop at end of p367 )
- Chapter 13 (p373-392, stop at “Budget Preparation and Development”)
- Chapter 14 (p405- 415 stop at “Wildland Fire Investigation”, p416-422 start at “Witness Interviews”, stop at end of p422)
- Chapters 15-16

- **Exclude:** Tables, Figures, Case Studies, Review Boxes, Skill Sheets, Chapter Reviews, Discussion Questions, JPR and Learning Objectives at the beginning of each chapter, Appendices and Glossary.

*Fire Protection, Detection, and Suppression Systems*, Fifth Edition, 2016. (IFSTA)

- Chapter 1
- Chapter 2 (p27-57, stop at “Inspection and Testing of Fire Detection and Alarm Systems”)
- Chapter 3 (p69- 83, stop at “Public Water Supply Systems”)
- Chapter 4 (p105-140, stop at “Foam Nozzles and Sprinklers”)
- Chapter 5 (p151-162, stop at “Standpipe Inspection and Testing”)
- Chapter 7 (exclude any subsection entitled “Inspection and Testing Procedures”)
- Chapter 8 (p217-233 stop at “System Testing, Inspection, and Maintenance”)
- **Exclude:** Appendices, Glossary, Tables, Figures, and Case Histories

*The Art of Reading Buildings*, 2015 (Fire Engineering)

- Chapters 1-10
- **Exclude:** Objectives, Figures, Case Studies, and Chapter Review Exercises, Glossary, Notes, and Acronyms

*The Evolving Fireground: Research Based Tactics*, 2018. (Fire Engineering)

- Chapters 1-7
- Chapter 9
- **Exclude:** Figures

*25 To survive: Reducing Residential Injury and LODD*, 2013. (Fire Engineering)

- Chapters 1-19
- Chapters 21-25
- **Exclude:** Figures, Tables, and “The Backstep” section, Introduction

*Hazardous Materials: Awareness and Operations*, Third Edition, 2019. (Jones & Bartlett)

- Chapter 1
- Chapter 2 (p17-29, stop at “Military Markings”, p29-36, start at “Shipping Papers”, stop at end of p36, p38-43, start at “Harmful Substances, Routes of Entry into the Human Body”, stop at end of p43.)
- Chapter 3
- Chapter 4 (p72-73, stop at “Ton Containers”, p87-100, start at “Potential Terrorist Incidents”, stop at end of p100)
- Chapter 5
- Chapter 6 (p133-143, stop at “The Incident Command System” )

- Chapter 7 (p156-168, stop at “Common Fire Scene Detection and Monitoring Equipment”).
- Chapters 9-10
- Chapter 12
- Chapter 13 (p288-296, stop at “Search and Rescue/Recovery Equipment”)
- Chapter 14
- **Exclude:** Figures, Tables, Knowledge Checks, Skill Drills, “Listen up!” Boxes, “Voice of Experience” sections, “Hazardous Materials Alarm” sections at the beginning of each chapter, “On Scene” sections, “After Action Review Summaries”, Appendices, Glossary, and Knowledge and Skills Objectives at the beginning of each chapter

Emergency Services Leadership: A Contemporary Approach, 2013. (Jones and Bartlett)

- Chapters 1 - 10
- **Exclude:** Tables, Figures, Wrap Ups, and Appendices. No questions specific to Scenarios presented in the book will be asked.

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

- Sections: 2, 2A, 3, 4, 5, 5A, 6, 10C, 10H, 12, 14, 23, 24, 25, 25E, 26A, 26A½, 26B, 26C, 26D, 26E, 26F, 26F½, 26G, 26G½, 26H, 26I, 34A, 39, 46, 58

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

- 1, 111, 112, 120, 200, 201, 202, 204, 205, 206, 207, 208, 209, 212, 213, 215, 216, 217, 225, 230, 231, 232, 234, 235, 236, 238, 242, 250, 250A, 251, 252, 259, 260, 261, 262, 268, 271, 272, 280, 300, 301, 302, 303, 304, 305, 310, 320, 321, 340, 341, 342, 400, 401, 402, 404, 405, 500, 501, 501 Addendum, 502, 503, 601, 610, 620, 621, 640, 702

Boston Fire Department Progressive Discipline, (6/8/2006)

Rules and Regulations of the Boston Fire Department, (6/1/1997)

- 1, 2, 11, 13, 18 (**exclude:** Section 18.44 (o), p 60-67) 19, and 20

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

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**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; [www.jbpub.com](http://www.jbpub.com).
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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 Sebastian Moscardi, Personnel Analyst, at [sebastian.moscardi@mass.gov](mailto:sebastian.moscardi@mass.gov). 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).