



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

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
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MICHAEL J. HEFFERNAN  
Secretary

RONALD J. ARIGO  
Chief Human Resources Officer

TO: Fire Department Appointing Authorities  
Fire Chiefs

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

DATE: May 17, 2018

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT  
FIRE CAPTAIN  
STATEWIDE  
EXAMINATION DATE  $\text{\textcircled{P}}$  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)

Entire Chapters: 1-8, 11

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

*Building Construction Related to the Fire Service*, Fourth Edition, 2016. (IFSTA)

*\* Exclude case histories, appendices, tables, glossary, and formulas.*

*Structural Fire Fighting: Initial Response Strategy and Tactics*, 2nd Edition, 2017 (IFSTA)

Entire Chapters: 1 - 6

*\*Exclude formulas, and tables*

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

Entire Chapters: 3, 5, 9 - 14

*Hazardous Materials for First Responders*, Fifth Edition, 2017. (IFSTA)

Entire Chapters: 1 - 5, 7, 8, 10, 12, 13, 15

*\*Exclude appendices, metric equivalents, glossary, tables, and figures.*

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

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

### **LIEUTENANT ONLY**

None

### **CAPTAIN ONLY**

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

Additional Chapters: 12, 13, 15 - 17

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

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

Fire and Emergency Services Administration: Management and Leadership Practices, Smeby Jr., L.C., Second Edition, 2013 (Jones and Bartlett)

Chapters 2 - 4, 7 P 11, and 13: 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**

- <sup>3</sup> 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).
- <sup>3</sup> Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; [www.pennwellbooks.com](http://www.pennwellbooks.com).
- <sup>3</sup> 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 William 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>.