



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

JANE SWIFT
Governor

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PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Fire Department Appointing Authorities
Fire Chiefs

FROM: Elizabeth A. Dennis, Director, Civil Service Unit *read*

DATE: May 16, 2002

READING LISTS FOR THE 2002 PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT
FIRE CAPTAIN**

EXAMINATION DATE -- SATURDAY, November 16, 2002

Candidates are responsible for reading the texts and other materials listed **below and on the reverse side** 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

Hazardous Materials for First Responders, Second Edition, 1994. (IFSTA)
Entire book except appendices and metric equivalents.

Incident Command System Policy and Procedures Manual, 1991. (Burton W. Phelps, Inc.)

Fire Department Company Officer, Third Edition, 1998. (IFSTA)
Exclude glossary.

Fire Inspection and Code Enforcement, Sixth Edition, 1998. (IFSTA)
Chapters 2-8 and all glossary terms related to these chapters. Exclude appendices.

First Responder, Bergeron, J.D., and Bizjak, G., Sixth Edition, 2001. (Brady Prentice Hall)
Exclude pp. 191-209 (inclusive)

Massachusetts General Laws, Chapter 148 (as amended through May 16, 2002).

(Continued on Reverse Side)

Reading List

Promotion to Fire Lieutenant and Fire Captain

* Examination Date -- November 16, 2002

LIEUTENANT AND CAPTAIN (Continued)

Pumping Apparatus Driver/Operator Handbook, First Edition, 1999. (IFSTA)

- Chapter 4 (entire chapter)
- Chapter 6 (entire chapter)
- Chapter 7 (only pages 127-129 and page 137: start at page 127 at "Determining the Flow From a Solid Stream Nozzle" and stop at page 129 at the section "Constant Flow Nozzles"; start **again** at page 137 "Calculating Nozzle Reaction for Solid Stream Nozzles" and stop at the end of page 137)
- Chapter 8 (pages 141-143 and pages 146-164 only: start at page 141 at "Total Pressure Loss: Friction Loss and Elevation Pressure Loss" and stop at page 143 at the section "Determining Your Own Friction Loss Coefficients"; start **again** at page 148 at "Determining Elevation Pressure" and stop at the end of page 164)
- Chapter 9 (pages 197-201 only: start at "Hand Method" and stop at the end of page 201)
- Chapter 11 (pages 250-271 only: start at "Operating from a Pressurized Water Supply Source" and stop at the section "Supporting Standpipe Systems" on page 271)
- Chapter 15 (entire chapter) Of the lettered formulas, you are required to **memorize** ONLY Formulas A, B, C, D, F, G, and I. You must also be able to apply Formula A, and, to do this, you need to **memorize** the coefficients in Table 8.3 for 1 3/4" hose with 1 1/2" couplings and for 2 1/2" hose; and the coefficients in Table 8.4 for two 2 1/2" lines and for two 3" lines with 2 1/2" couplings. NOTE: You will NOT be required to **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., Second Edition, 1986. (NFPA)

Truck Company Fireground Operations, Richman, H., Second Edition, 1986. (NFPA)

CAPTAIN ONLY

Fire Officer's Handbook of Tactics, Norman, J., Second Edition, 1998. (Fire Engineering)

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

Exclude appendix.

PUBLISHERS OF READING LIST TEXTS

(as noted in parentheses above)

- Brady Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; <http://wlg.prenhall.com/catalog/academic/product/1.4096.0130307262.00.html>
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; <http://store.yahoo.com/pennwell/fire.html>
- 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
- Burton W. Phelps, Inc., Society of National Fire Academy Instructors, 1213 Lorene Dr., Pasadena, MD 21122; (410) 437-1990.
- NFPA (National Fire Protection Association), 11 Tracy Drive, Avon, MA 02322; (800) 344-3555; www.nfpa.org

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) 727-3777, ext. 393. **Please request additional copies of this list from your department's personnel office, or visit us on our website - <http://www.state.ma.us/hrd/> - scroll down and click on the appropriate link.**

(See Also Reverse Side)