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GOVERNOR

SYLVIA LUKE  
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DIRECTOR

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DEPUTY DIRECTOR

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
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HONOLULU, HAWAII 96813  
[www.labor.hawaii.gov](http://www.labor.hawaii.gov)

## STATE FIRE COUNCIL (SFC) SPECIAL MEETING AGENDA

Hawaii State Capitol  
Room 224  
415 South Beretania Street  
Honolulu, Hawaii 96813

September 27, 2024  
9:00 a.m.

This meeting will be held in person.

### TESTIMONY

Oral testimony is acceptable and will be taken during the agenda's Public Comments or as an agenda item begins. Written testimony may be submitted to the SFC by email to [glum@honolulu.gov](mailto:glum@honolulu.gov), [sbratakos@honolulu.gov](mailto:sbratakos@honolulu.gov) or [csuzuki@honolulu.gov](mailto:csuzuki@honolulu.gov); or by postal mail or hand delivery to:

State Fire Council  
c/o Honolulu Fire Department  
636 South Street  
Honolulu, Hawaii 96813-5007

### I. Introduction

- A. Call to Order
- B. Introduction of Attendees and Public Comments
- C. Approval of Agenda

### II. New Business

- A. State Fire Marshal Position Description – decision making
- B. State Fire Marshal Position – option of recruiting for a temporary (89-day) hire

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY Dial 711 then ask for (808) 586-8866.

### III. Adjournment

If you need an auxiliary aid/service or other accommodation due to a disability, please contact SFC at 808-723-7169 or 808-723-7176 (voice), the Department of Labor and Industrial Relations at 808-586-8847 (TTY), or 1-888-569-6859 (TTY neighbor islands) or email to [glum@honolulu.gov](mailto:glum@honolulu.gov) or [sbratakos@honolulu.gov](mailto:sbratakos@honolulu.gov) as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

Should you have questions, please contact SFC Administrative Specialists Gary Lum ([glum@honolulu.gov](mailto:glum@honolulu.gov)) at (808) 723-7169 or Socrates Bratakos ([sbratakos@honolulu.gov](mailto:sbratakos@honolulu.gov)) at (808) 723-7176.

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title: State Fire Marshal  
Position No.: 125504  
Department: Labor and Industrial Relations  
Division: Office of the Director  
Branch: Office of the State Fire Marshal  
Geographic Location: *Downtown Honolulu, Island of Oahu*

**II. INTRODUCTION**

Under the executive direction of the Director, with policy guidance from the State Fire Council, the Office of the State Fire Marshal coordinates statewide fire protection efforts, proposes fire code amendments and oversees fire safety training and certification.

The primary purpose of this position is to supervise the Office of the State Fire Marshal including overseeing the state's fire safety protocols; implementing fire safety, prevention, and control measures; and collaborating with local agencies and the State Fire Council.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

**A. Administrative Activities 60%**

1. Provides leadership and coordination over operations of the Office of the State Fire Marshal to ensure that planned levels of accomplishment are attained. [1][2]
  - Serves as the head of the Office of the State Fire Marshal and liaises with the State Fire Council. [1][2]
  - Coordinates fire protection efforts between local and state agencies. [1][2]
  - Works with the State Fire Council on matters relating to fire services in the State. [1][2]
  - Assesses the potential benefits of a statewide public fire safety

DO, 08/12/2024

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

Position Description

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messaging program. [1][2]

- Reviews the emergency resources that are available in the State to be deployed to address fires. [1][2]
- Represents the State Fire Marshal's office at local, regional, and national meetings, and conferences. [1][2]
- Maintains close working relationships with other staff in local and state agencies to determine the conditions of operations and expedite work flow. [1][2]

2. Resource Management and Reporting:

- Keeps and maintains records of all fires in the State, analyzing data and preparing reports indicating trends, vulnerabilities, and strategies for improvement, including causes and circumstances. [1][2]
- Develops reports on prevention, especially wildfire prevention and preparedness. [1][2]
- Manages the disbursement of federal grants for fire protection. [1][2]

3. Training and Outreach

- Conducts training for state, county officials, and private entities. [1][2]
- Coordinates outreach programs to enhance fire safety awareness. [1][2]
- Oversees the training and certification of fire inspectors and investigators within the State. [1][2]
- Provides and coordinates public education and awareness initiatives on fire safety. [1][2]

4. Miscellaneous:

- Serves as a representative on special projects related to emergency response. [1][2]
- Coordinates activities related to special initiatives as assigned.

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[1][2]

- Continually updates job knowledge and keeps abreast of current and emerging developments in industry standards by attending seminars, workshops, conferences or other trainings; reading professional publications, maintaining professional networks; and participating in professional organizations. [1][2]
- Performs other duties as necessary or as delegated the Director. [1][2]

**B. Technical Responsibilities**

**20%**

- Develops and enforces policies and procedures concerning fire safety. [1][2]
- Monitors compliance with state and federal fire safety regulations. [1][2]
- Reviews and proposes amendments to the state fire code for the State Fire Council's consideration in its adoption of or amendments to the state fire code. [1][2]
- Reviews and assesses the fire risk across the State and develops mitigation strategies. [1][2]
- Works with law enforcement agencies for the enforcement of the state fire code. [1][2]
- Assists in the investigation of fires upon request from county authorities. [1][2]
- Conducts inspections of state buildings and facilities to ensure compliance with fire safety regulations. [1][2]

**C. Supervisory**

**20%**

- Oversees work of subordinate(s) and makes adjustments in work assignments as necessary to ensure recruitment processing activities are completed on a timely basis and conform to civil service laws, DHRD rules and regulations, personnel policies and procedures and union contracts, etc. [1][2]
- Plans, assigns, and reviews the work of the subordinate staff.

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[1][2]

- Trains, guides and provides guidance on work assignments. [1][2]
- Establishes work priorities; and plans and assigns staff to regular and special work assignments. [1][2]
- Prepares position descriptions, establishes job performance standards, and provides constructive feedback on subordinate staff's job performances. [1][2]
- Chairs or participates in the interview panels for the selection and appointment of the most qualified applicant to fill vacant subordinate position(s). [1][2]
- Initiates and approves or recommends appropriate personnel actions, such as recruitment, classification, reallocation, temporary assignment, overtime, leaves of absences and disciplinary measures. [1][2]
- Coordinates and oversees staff development and performance inclusive of determining relevant training opportunities. [1][2]
- Addresses, investigates and provides recommendations on labor-related issues. [1][2]
- Supports and encourages a safe work environment by getting to know employees and practicing courtesy, respect, and kindness at all times. [1][2]

**Supervises Position(s) No.**

**Title**

Pseudo No. 99252L

Office Assistant IV

**Essential Functions**

Reasons:

- [1] Performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

Evidence Use in Determining Essentials Functions Considered:

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The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

#### **IV. CONTROLS EXERCISED OVER THE WORK**

##### **A. Supervisor:**

**Position No.** 103654 **Class Title:** Deputy Director

##### **B. Nature of Supervisory Control Exercised Over the Work.**

The State Fire Marshal receives general supervision from the Deputy Director of the Department of Labor and Industrial Relations and recommendations from the State Fire Council. The incumbent is expected to plan and carry out the necessary work activities independently. The incumbent is required to exercise a high degree of judgment and discretion in making decisions and providing recommendations; and to utilize specialized knowledge while working within broad guidelines to achieve the goals and objectives of the office.

The State Fire Marshal is expected to take care of all aspects of the work independently and inform the supervisor of any unforeseen events or circumstances requiring changes in priorities or additional assistance.

The supervisor does not check the accuracy of individual work assignment but does check to make sure that goals and objectives are met.

##### **C. Nature of Available Guidelines Controlling the Work.**

Policy and Procedural Guides available include the Hawaii Revised Statutes 132, Hawaii State Fire Code, federal and state laws, regulations, and policies related to fire safety and prevention.

Procedural guides cover all technical aspects of the work. The incumbent is expected to know and apply pertinent laws, rules and regulations, policies and procedures, statutes and other related guidelines to complete assignments effectively.

#### **V. RECOMMENDED QUALIFICATIONS REQUIREMENTS**

##### **A. Knowledge**

Knowledge of fire safety, prevention, and control principles, including familiarity with federal and state fire codes and regulations; public safety communication and coordination practices; and public administration, particularly in the context of fire safety.

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## **B. Skills/Ability to**

Perform inspections and prepare reports; provide leadership in the community; proficiently operate standard office software and equipment, including computers, fax machines, and scanners; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience from government officials to the general public; express information to individuals and groups effectively, taking into account the audience and nature of the information; make sound, well-informed and objective decisions; identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations; deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact; plan, assign, direct, and evaluate the work of others; provide counseling and discipline as necessary; maintain professional appearance and demeanor; and maintain regular attendance.

## **C. Education**

Graduation from an accredited four (4) year college or university with a bachelor's degree in Fire Science, Public Administration, or a related field.

Excess work experience as described below may be substituted on a year-for-year basis.

## **D. Experience**

Five (5) years in a senior leadership role in fire marshal activities such as Fire Chief, Deputy Fire Marshal, or equivalent positions in medium to large fire organizations. Such experience should encompass fire prevention, fire code enforcement, fire education, and managing fire protection engineering services.

## **E. Required licenses and certificates**

Driver's license, class 3.

## **VI. DESIRABLE QUALIFICATIONS**

Executive Fire Officer (EFO) certificate through the National Fire Academy or Fire Officer IV certification (accredited by ProBoard or IFSAC) is preferred.

Hands-on experience in fire investigation, data collection, and analysis, as well as developing and implementing public fire safety education programs is preferred.

Demonstrated ability to perform duties in a culturally sensitive fashion and work effectively

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with diverse communities.

Graduation from an accredited college or university with master's degree in Public Administration, Business Administration, Public Policy, or similar.

Experience in budget management, supervising professional and administrative staff, and holding certifications like Fire Inspector I, Fire Inspector II, or Plans Examiner is highly desirable.

**VII. TOOLS, EQUIPMENT AND MACHINES**

Computing devices, such as desktop, laptop and mobile, with peripherals, networking devices and software. Commonly used office machines and equipment such as copier, fax machines, scanners, calculators, and paper shredders.

**VIII. WORKING CONDITIONS-SEE SUPPLEMENT TO POSITION DESCRIPTION**

May be required to work beyond normal business hours as needed and travel to different worksites.

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