

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LIEUTENANT GOVERNOR



JADE T. BUTAY  
DIRECTOR

WILLIAM G. KUNSTMAN  
DEPUTY DIRECTOR

STATE OF HAWAII  
KA MOKU'ĀINA O HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
KA 'OIHANA PONO LIMAHANA  
830 PUNCHBOWL STREET, ROOM 321  
HONOLULU, HAWAII 96813  
[www.labor.hawaii.gov](http://www.labor.hawaii.gov)

November 25, 2024

The Honorable Ronald D. Kouchi,  
President and Members of the Senate  
Thirty-Third Legislature  
State Capitol, Room 409  
Honolulu, HI 96813

The Honorable Nadine K. Nakamura  
Speaker and Members of the  
House of Representatives  
Thirty-Third Legislature  
State Capitol, Room 431  
Honolulu, HI 96813

Dear President Kouchi, Speaker Nakamura and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the State Fire Marshal Report, as required by [Act 209](#).

In accordance with section 93-16, HRS, I am also informing you that the report may be viewed electronically at <http://labor.hawaii.gov/find-a-report/>.

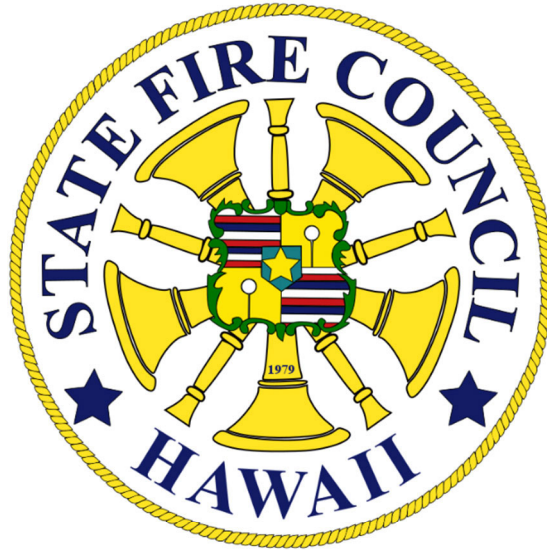
Sincerely,

Jade T. Butay  
Director of Labor and Industrial Relations

Enclosure

c: Legislative Reference Bureau Library  
State Publications Distribution Center  
University of Hawaii

**Hawaii State Fire Council**



**Report to Legislature on State Fire Marshal**

## **Executive Summary**

Act 241, Session Laws of Hawaii 1978, abolished the Hawaii State Fire Marshal and replaced it with the State Fire Council (SFC), now composed of the Fire Chiefs of the four counties, Fire Chief of the State Aircraft Rescue Firefighting Unit, and a representative of the Division of Forestry and Wildlife Division of the Department of Land and Natural Resources. While the SFC acts as the de facto State Fire Marshal's office, the members serve as non-compensated volunteers, and can only meet on a quarterly basis due to the high demand of their leadership positions within their respective fire services. In 2024, the State Legislature passed Act 209, which reestablishes the Office of the State Fire Marshal (OSFM) to provide critical input and oversight to the State's Fire Code, coordinate with county fire departments and other agencies in promoting fire safety and the efficient deployment of fire operations in the State, and oversee the training and certification of fire inspectors and investigators in the State, among other duties.

Act 209 specifies the SFC shall establish the terms of employment for the position of the state fire marshal, appoint the state fire marshal, and submit a report of its findings and recommendations, including any proposed legislation by November 1, 2024. This report includes:

- 1) An organizational plan, including structure and personnel plan for the OSFM;
- 2) A description of roles and division of responsibilities between the State and the counties, and the OSFM and the SFC, regarding fire prevention and response; and
- 3) Proposed operating budget for the OSFM.

## **Organizational Plan**

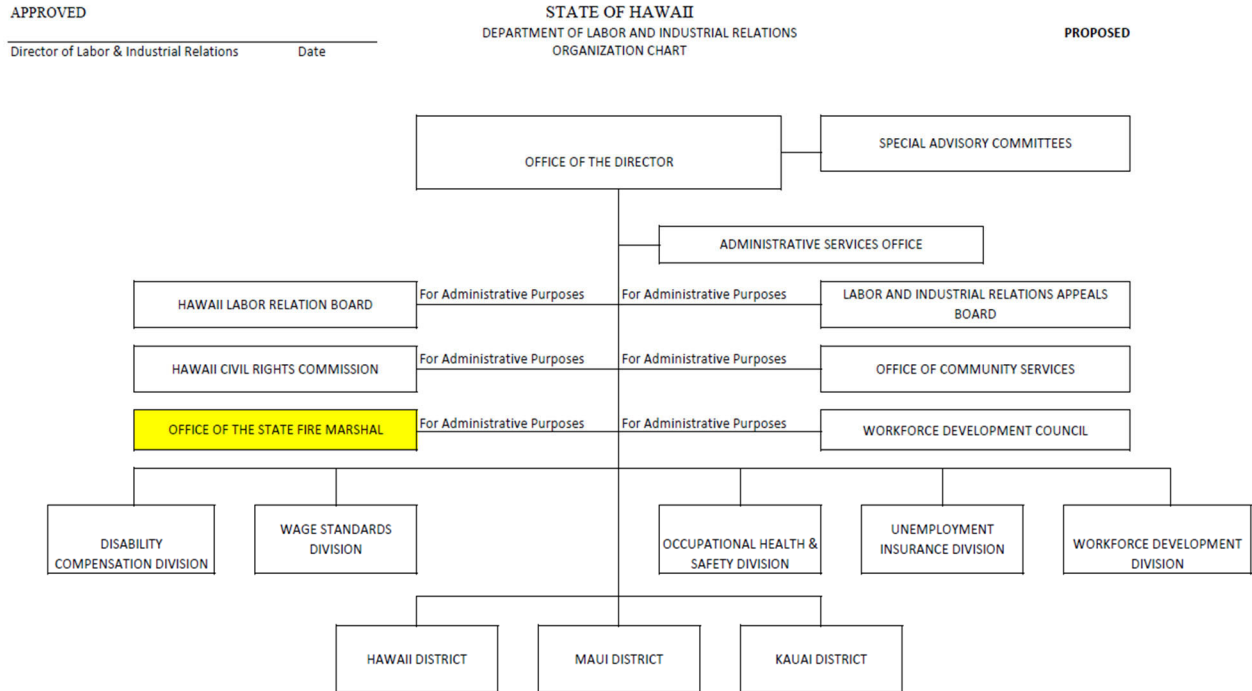
The SFM shall execute the duties of the OSFM. The OSFM will be established within the Hawaii State Department of Labor and Industrial Relations (DLIR). The SFM will receive general supervision from the Deputy Director of the DLIR and will receive recommendations from the SFC. At minimum, the SFM shall provide reports to the SFC at its quarterly meetings. The OSFM may utilize the services of the SFC, including its advisory committees and administrative staff, as appropriate.

## **Personnel Plan**

Posting of the SFM position shall follow established processes within the DLIR. The SFM shall be appointed by the SFC to serve a term of five years. If necessary, the SFC may fill the position of the SFM with a temporary (89-day hire). The appointment of the SFM shall be made without regard to chapters 76 and 89, and shall not be subject to the advice and consent of the senate. The SFM position was posted on the DLIR website on November 15, 2024. The SFM will be annually evaluated by the SFC in accordance with performance objectives (under development at the time of this report). The SFC may recommend or take corrective actions in the case of suboptimal performance by the SFM. At the time of this report, Act 209 specifies an appropriation to establish one full time equivalent permanent position to support the SFM. The SFM shall follow established processes within the DLIR to fill the support position from a pool of qualified applicants. Additionally, Act 209 states the SFM may hire staff as necessary.

The OSFM shall be located at the offices of the DLIR, 830 Punchbowl Street, Honolulu, Hawaii. Automobile parking accommodations for the OSFM staff are yet to be determined. Act 209 appropriated \$12,000 for training, office supplies, rent, and other operating and administrative costs to support the SFM.

# Organizational Chart



## Roles and Division of Responsibilities

### Introduction

Act 209 requires this description of the roles and divisions of responsibilities between the State and the county fire departments (FD), and the OSFM and the SFC, regarding fire prevention and response. Although not required by Act 209, the roles and responsibilities of the Federal Fire Department (FFD), the Division of Forestry and Wildlife (DOFAW), the Hawaii Army National Guard (HIARNG), and the Hawaii Wildfire Management Organization (HWMO) are briefly discussed here because they provide crucial components to Hawaii's overall fire prevention, mitigation, and control posture. The inclusion of all these agencies is essential to accurately illustrate the common operational picture of Hawaii's fire prevention and response capability.

### Hawaii State FD

The State FD is known as the State Aircraft Rescue and Fire Fighting (ARFF) unit. The State ARFF is primarily responsible for aircraft fire incident response and rescue of aircraft accident victims; for fire prevention and fire code inspection of State airports and adjacent properties. In some instances, its fire fighting resources do support county FDs by providing specialized fire suppression for large hydrocarbon fueled fires. The State Airports Fire Chief is a voting member of the SFC. The State Airports Fire Chief is also a participant of the SFC's Fire Prevention Committee, which generates Hawaii State amendments to the national model fire code. After reestablishment of the Hawaii SFM, the State ARFF will likely maintain its current responsibilities regarding fire prevention and response.

## County FDs

### Fire Prevention

The four county FDs in the State of Hawaii consist of the Kauai, Honolulu, Maui, and Hawaii FDs. The county FDs are responsible for fire code inspection and enforcement of all building structures in their jurisdiction, which does not include military installations in Hawaii. County FD personnel conduct and publish pre-fire incident risk analysis and fire control tactical planning for the same building structures they inspect for fire code compliance. Pre-fire incident risk analysis and fire control tactical planning for land and properties in the wildland urban interface (WUI) are also performed by County FD personnel. The county FDs are responsible for and have made substantial effort, investment, and resource allocation in public education and community outreach for fire prevention. The short list of public education to promote fire prevention consists of public safety announcements on traditional news media and social media platforms; public and private school visitations and demonstrations by fire inspectors and fire company personnel; residential visits to install free smoke alarms and to discuss home fire and life safety; hosting fire station visits by school children, adults, and tourists to explain and demonstrate fire preventative techniques to improve fire and life safety. County FDs are responsible to issue permits for consumer fireworks use and for aerial fireworks display shows. County FD personnel are responsible to inspect site setup and preparation by licensed pyrotechnicians for aerial fireworks display shows. County FDs monitor and inspect storage, inventory controls, and ground transportation of display fireworks. County FDs have also assumed responsibility to work with Federal and local law enforcement agencies to maintain surveillance of legal and illegal aerial display fireworks importers and overseas shipments with the goal of stemming the illegal fireworks supply chain into Hawaii's black market.

### Fire Inspections

The county FDs are responsible to conduct fire code inspections throughout their respective jurisdictions. According to the Hawaii Revised Statutes (HRS) 132-6:

- (a) Each county fire chief, in person or by officers or members of the fire chief's fire department designated by the fire chief for that purpose, shall inspect all buildings, premises, and public thoroughfares, except the interiors of private dwellings and state-owned airport facilities, for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire or any violation of any law, ordinance, rule, or order relating to fire hazard or to the prevention of fires.
- (b) The inspection shall be made:
  - (1) At least once each year at all public schools; and
  - (2) At least once every five years, or as often as deemed practicable or necessary by the county fire chief at all other buildings and premises to provide fire prevention and pre-fire planning within the jurisdiction of the county fire chief.
- (c) A written report of each inspection shall be kept on file in the office of the county fire chief.
- (d) A copy of any report showing a change in the hazard or any violation of law, ordinance, rule or order relating to the fire hazard upon any risk, shall be given by the county fire chief to any rating bureau making written request of the fire chief therefor.
- (e) Each county fire chief is vested with the power and jurisdiction over, and shall have supervision of, every building and premises in the county as may be necessary to enforce any law, ordinances, rule, and order relating to protection from fire loss; provided that this provision shall not in any manner limit the jurisdiction or authority which any other county official may have over such building or premises under any other law or ordinance. Whenever as a result of inspection or upon complaint or otherwise the county fire chief determines that a law, ordinance, rule or order relating to protection from fire loss has been violated or that a condition exists which creates an unreasonable

risk of fire loss, the fire chief shall prepare and serve upon the owner, occupant or other person responsible for the building or premises a written order setting forth the nature of the alleged violation or condition, the law, ordinance, rule or order violated, and the protections, safeguards, or other means or methods required to render the building or premises safe as required by law, ordinance, or rule. The order shall be complied with by the owner or occupant or person responsible for the building or premises within the time therein specified unless a timely appeal is taken pursuant to subsection (f) of this section.

- (f) Owner's appeal to county fire appeals board. The owner or occupant may, within five days, appeal from any order made by the county fire chief to the county fire appeals board, which shall, within thirty days, and after a hearing pursuant to chapter 91, review the order and file its decision thereon, modifying, affirming, or revoking the order. Each county shall by ordinance establish a county fire appeals board and shall provide for its composition.
- (g) Notwithstanding the provisions of subsection (e) of this section where the county fire chief determines that a clear and immediate risk of fire loss exists, the fire chief may after notice to the owner or occupant or other person responsible for the building or premises, and after a hearing pursuant to chapter 91, order such person to take all actions reasonably necessary to render the building or premises safe from fire loss; provided that no notice or hearing shall be required where the county fire chief determines that the risk of fire loss is sufficiently immediate that delay would be dangerous to the public safety and welfare. If any owner, occupant or other person responsible for the building or premises fails to comply with the order of the county fire chief, the county fire chief may take such action and make such expenditure as may be necessary and if the owner, occupant, or other person responsible neglects or refuses to pay to the county fire chief the expense incurred by the fire chief, the county shall have a prior lien on the real property as provided for in section 132-7.

#### Fire Investigations

The county FDs are responsible to investigate the cause and origin of fires occurring within their respective jurisdictions. According to the HRS 132-1:

- (a) Records. The fire chief of each county shall keep in the county fire chief's office a record of all fires occurring in the county and of all facts concerning the same, and shall make such compilations and statistical investigations as the fire chief may deem proper, all of which shall be kept as permanent records in the fire chief's office. All records shall be public, except that any evidence in any investigation may, in the discretion of the county fire chief, be withheld from the public.
- (b) Investigations, generally. The fire chief of each county shall:
  - (1) Investigate the cause, origin, and circumstances of fires;
  - (2) Supervise and make or cause to be made periodically a thorough inspection of all property which might constitute a fire hazard within the county;
  - (3) Summon and compel the attendance of witnesses and production of evidence and hold hearings and make orders in any matter under the fire chief's jurisdiction;
  - (4) Cooperate with any and all other governmental officers or agencies having jurisdiction in the matters.

## Fire Response

The county FDs are responsible to provide a broad range of emergency response capabilities including structural, marine vessel, and wildland fire fighting; emergency medical services in basic or advanced life support; ocean, land, and high angle rescue services; hazardous materials (HAZMAT)<sup>1</sup> incident management and control; motor vehicle accident victim extrication/rescue/stabilization and fire suppression; miscellaneous service calls; and provide personnel, equipment, or other resources for extended all-hazard, multi-agency emergency incidents and disasters. In addition to ground-based fire fighting vehicles, each county has a small fleet of light helicopters that are used to insert firefighters into wildfires that would otherwise be inaccessible and to perform water bucket (100 to 300 gallon capacity) drops for wildfire suppression.

## Federal Fire Department (FFD)

The FFD is responsible to provide fire protection and fire prevention services to all Department of Defense military installations on Oahu, to the Pacific Missile Range facility on Kauai, and provide fire response mutual aid to the City and County of Honolulu. The Operations Division of the FFD is responsible to provide structural, shipboard, and wildland firefighting; and HAZMAT incident response. The Fire Prevention Division of the FFD is responsible to provide facility inspections, fire investigations, public education, fire protection plans review, installation fire warden program, fire extinguisher program, and hot work permits. After reestablishment of the Hawaii SFM, the FFD will likely maintain its current responsibilities regarding fire prevention and response.

## Division of Forestry and Wildlife (DOFAW)

The DOFAW is the primary responder for wildfires on lands managed by the DOFAW, which accounts for 26% of the land statewide. The DOFAW co-responds with county fire departments and federal agencies to an additional 32% which is determined by Mutual Aid Agreements and Memoranda of Agreement or Understanding. Thus, the DOFAW is responsible for fire response for nearly 60% of the land statewide.

The wildfire management branch of DOFAW provides personnel, specialized expertise and tactics, and equipment in fire suppression and fire control in wildland and WUI areas. DOFAW personnel frequently work with county FD and FFD personnel to extinguish fires in these areas. The wildfire management branch of DOFAW maintains continuous surveillance of wildland fire risk by analyzing factors such fuel load, moisture content of combustible vegetation, and weather conditions to publish statewide notification of potential fire prone areas and time periods to recommend appropriate preventative actions.

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<sup>1</sup> HAZMAT emergency incidents present a substantial community and environmental risk for fire, explosion, and contamination. Some HAZMATs may spontaneously ignite or combust when exposed to oxygen or water, or when mixed together. The shockwave from a HAZMAT ignition and explosion may produce excessive blast pressure and high-velocity projectile debris which are potentially lethal to humans and animals. A HAZMAT explosion may also damage buildings beyond feasible repair or may cause building collapse for structures inside the blast zone. HAZMAT fires may produce a smoke plume that is potentially lethal for humans, animals, and vegetation situated downwind of the fire. Because of this risk, storage, transport, and the use of HAZMATs are strictly controlled by Subchapter C of Title 49 of the Code of Federal Regulations (49 CFR, parts 171-180). Regarding HAZMAT fire prevention, FD personnel receive specialized training and certification to properly manage HAZMAT emergencies; routinely inspect HAZMAT facilities for regulatory compliance; receive annual updates to the inventory of chemicals and substances stored at HAZMAT facilities; and develop pre-incident strategic and tactical plans for HAZMATs.

### **Hawaii Wildfire Management Organization (HWMO)**

According to its website, the HWMO “is a 501(c)(3) nonprofit organization based in Waimea on Hawaii Island that serves as a hub of wildfire prevention, mitigation, and planning activities in the Hawaii-Pacific region through proactive, collaborative, and forward-thinking projects.” Its vision states: “for the people and places of Hawaii and the Pacific to be wildfire-ready and wildfire-resilient.” The HWMO responsibilities include helping protect communities and natural resources from wildfires by working collaboratively with residents and workers in fire-prone areas to reduce wildfires and enhance protection measures. The HWMO deploys projects which aim to decrease the frequency of wildfires and mitigate their impact on both built and natural environments. The HWMO focuses exclusively on wildfire projects, partnering with firefighters, natural resource managers, and community groups. The HWMO has facilitated implementation of 60 Firewise USA® communities across Hawaii. The HWMO has published detailed Wildfire Hazard Assessments for many communities across Hawaii.

### **Hawaii Army National Guard (HIARNG)**

According to its website, the HIARNG’s federal mission is to serve as the Senior Army National Guard command and control element in support of the Joint Force Headquarters-State for Army units assigned to the State. It provides trained, equipped and ready forces capable of mobilizing in support of both Federal and State Missions. Regarding fire response in Hawaii, the HIARNG assists County FDs and the DOFAW with fire suppression for large, prolonged, and inaccessible fires in wildland and WUI areas. The HIARNG provides medium- and heavy-duty helicopters which carry 2,000-gallon bucket capacity for water drops onto wildfires. In contrast, the county FDs’ light-duty helicopter fleet carry 100 to 300-gallon water bucket capacity.

### **SFC**

The SFC is an administrative agency attached to the State of Hawaii (State), DLIR and recognized, for all intents and purposes, as Hawaii’s equivalent of the State Fire Marshal’s Office. Comprised of the four county Fire Chiefs and the Fire Chief of the Hawaii State ARFF unit, and a representative of the DOFAW of the Department of Land and Natural Resources (Gov. Act 142), an administrative support staff, the SFC’s primary mission is to develop and support a comprehensive fire service emergency management network for the protection of life, property, and the environment for the State. Through a collaborative and unified approach, the SFC promotes the standardization of fire service reporting, training, sharing of technology, resources, and best practices.

In accordance with HRS §132, the SFC is responsible with the adoption of the State Fire Code and the support and assistance with federal grant programs for the fire service in Hawaii. The SFC may advise and assist the county fire departments where appropriate; prescribe standard procedures and forms related to inspections, investigations, and reporting of fires; and advise the Governor and State Legislature on issues relating to fire prevention and protection, life safety, and other functions or activities of the various county and state fire departments.

The SFC is responsible to introduce legislative bills during each annual session with the goal of improving fire and life safety for Hawaii’s citizens and visitors. The SFC provides written and oral testimony to support bills introduced by other individual or agencies that have similar goals to that of the SFC. The SFC will also submit opposing written and oral testimony to bills the SFC believes will have a negative effect on improving fire and life safety.

The SFC has several responsibilities described in Act 209 which include: appoint the SFM for a term of five years; establish the terms of employment for the position of the SFM; create the position description for the SFM; create an organizational plan, including structure and



personnel plan for the office of the SFM; propose an operating budget for the office of the SFM; and create a description of the roles and divisions of responsibilities between the State and the counties, and the office of the SFM and the SFC, regarding fire prevention and response (this document). Although not specified in Act 209, it's assumed the SFC will be responsible to periodically evaluate the performance of the SFM and recommend corrective action(s) where the SFM's performance is suboptimal.

## **SFM**

The Office of the SFM (OSFM) shall support the mission of the county FDs by focusing on fire prevention. The OSFM will provide support through a wide variety of fire safety responsibilities including: regulating buildings in which people live, congregate, or are confined; by controlling substances and products which may, in and of themselves, or by their misuse, cause injuries, death and destruction by fire; by providing statewide direction for fire prevention within wildland areas; by developing and reviewing regulations and building standards; and by providing training and education in fire protection methods and responsibilities. These achievements shall be accomplished through several major program elements including engineering, education, enforcement and support from the county FDs.

The OSFM shall be responsible for promulgating regulations that promote fire and life safety for inclusion into the State Fire Code, which as of 2024, is based on the National Fire Protection Association's (NFPA) *NFPA 1 Fire Code, 2021 Edition*. The process shall incorporate public participation as required by the Hawaii Revised Statutes. Because of the multi-faceted nature of fire protection, the OSFM shall collaborate with local government, fire officials, building officials and the private sector to develop fire and life safety codes addressing building construction design, materials, and techniques; fire protection systems; facilities containing or producing hazardous materials. The OSFM shall adopt fire codes and provisions for assembly, institutional, educational, and residential buildings as well as high-rises and any building containing State employees.

The OSFM shall develop a comprehensive Statewide fire risk assessment and a mitigation strategy to reduce fire risk, prevent loss of life, injury, and property and environmental damage from fire. The mitigation strategy shall include a fire prevention plan for the State. A component of the fire prevention plan shall describe fire code enforcement of State-owned facilities, properties, and vacant lands. County FD personnel currently conduct fire code inspections of State-owned building structures as required by HRS §132-6. However, county FDs lack the jurisdictional authority to enforce corrections of fire code violations for State-owned building structures. The mitigation strategy shall also include a Statewide wildland fire management plan, which may require consultation with county FDs, the DOFAW, and the HWMO. The Statewide fire risk assessment and a mitigation strategy by the SFM shall include an inventory of available assets and resources to perform effective fire prevention and fire suppression. Whenever insufficiencies of inventory are identified, the SFM shall document and communicate the insufficiencies up the chain of command and to the SFC. The Statewide fire risk assessment and mitigation strategy shall be updated as conditions indicate.

## **Proposed Operating Budget**

According to Derek Alkonis, Research Program Manager of the Fire Safety Research Institute, Underwriter's Laboratories Incorporated, which reviewed the Lahaina fire of August 2023; the \$172,000 appropriation by Act 209 to reestablish the OSFM is minimal. Following initial reestablishment of the OSFM, it will likely expand in terms of budget, personnel, and function. The SFC proposes three potential staffing models for the OSFM: a fully funded and staffed model, a half-staffed model, and a quarter-staffed model. These models are designed to offer

the State Legislature flexibility in budgetary considerations while ensuring the essential functions of fire safety, investigation, and prevention are maintained across the four counties in Hawaii.

## **Staffing Models**

### **Fully Funded and Staffed Model**

- Provides comprehensive coverage and resources for all counties.
- Includes specialized personnel for each unit, ensuring that each county receives the attention and resources it requires.

### **Half-Staffed Model**

- Offers a balanced approach that maintains essential services while reducing staffing levels.
- Suitable for moderate budget allocations, focusing on core functions.

### **Quarter-Staffed Model**

- Designed for minimal budget allocations.
- Maintains only the most critical functions and services, with limited personnel.

### **Position Descriptions, Roles and Costs**

- State Fire Marshal: \$175,000 - \$195,000  
Oversees the entire office, responsible for strategic planning, and reports to the State Fire Council and Governor.
- Deputy State Fire Marshal: \$157,500 – \$175,000  
Assists the State Fire Marshal in administrative tasks and decision making, one for each county in the fully funded model.
- Administrative Assistant: \$63,000 – 89,000  
Handles clerical duties, scheduling, and correspondence.
- Legal Counsel: \$130,000  
Provides legal advice and representation to the office, assigned from the State AG Office.
- Public Information Officer: \$80,000 - \$120,000  
Manages public relations, press releases, and social media.

### **Operations Division**

- Director of Operations: \$120,000 - \$170,000  
Oversees all operational units, ensuring alignment with state and local regulations and objectives.
- Lead Investigator: \$100,000 - \$150,000  
Oversees fire investigations in their respective counties and reports findings.
- Fire Investigator: \$90,000 - \$135,000  
Conducts field investigations of fire incidents.
- Fire Prevention Officer: \$90,000 - \$135,000  
Develops and implements fire prevention programs.
- Fire Inspector: \$90,000 - \$135,000  
Conducts inspections to ensure compliance with fire codes.
- Training Officer: \$90,000 - \$135,000  
Develops and oversees training programs for staff.
- Training Assistant: \$80,000 - \$120,000  
Assists in the preparation and delivery of training programs.

Staffing Models:

Fully Funded and Staffed Model for State Fire Marshal's Office in Hawaii

Administrative Division			
Number of Positions	Position	Lower Bound	Upper Bound
1	State Fire Marshal	\$ 175,000.00	\$ 195,000.00
4	Deputy State Fire Marshals	\$ 630,000.00	\$ 700,000.00
2	Administrative Assistants	\$ 126,000.00	\$ 178,000.00
1	Legal Counsel - State AG	\$ 130,000.00	\$ 130,000.00
1	Public Information Officer	\$ 80,000.00	\$ 120,000.00
Operations Division			
1	Director of Operations	\$ 120,000.00	\$ 170,000.00
Fire Investigative Unit			
4	Lead Fire Investigators	\$ 400,000.00	\$ 600,000.00
8	Fire Investigators	\$ 720,000.00	\$ 1,200,000.00
Fire Prevention Unit			
4	Fire Prevention Officers	\$ 360,000.00	\$ 540,000.00
8	Fire Inspectors	\$ 720,000.00	\$ 1,080,000.00
Training Unit			
4	Training Officers	\$ 360,000.00	\$ 540,000.00
4	Training Assistants	\$ 320,000.00	\$ 480,000.00
42	Sub Total:	\$ 4,141,000.00	\$ 5,933,000.00
Consultant Fees		\$ 250,000.00	\$ 500,000.00
Grand Total:		\$ 4,391,000.00	\$ 6,433,000.00

Half-Staffed Model for State Fire Marshal's Office in Hawaii

Administrative Division			
Number of Positions	Position	Lower Bound	Upper Bound
1	State Fire Marshal	\$ 175,000.00	\$ 195,000.00
2	Deputy State Fire Marshals	\$ 315,000.00	\$ 350,000.00
1	Administrative Assistants	\$ 63,000.00	\$ 89,000.00
1	Legal Counsel - State AG	\$ 130,000.00	\$ 130,000.00
1	Public Information Officer	\$ 80,000.00	\$ 120,000.00
Operations Division			
1	Director of Operations	\$ 120,000.00	\$ 170,000.00
	Fire Investigative Unit		
2	Lead Fire Investigators	\$ 200,000.00	\$ 300,000.00
4	Fire Investigators	\$ 360,000.00	\$ 540,000.00
	Fire Prevention Unit		
2	Fire Prevention Officers	\$ 180,000.00	\$ 270,000.00
4	Fire Inspectors	\$ 360,000.00	\$ 540,000.00
Training Unit			
2	Training Officers	\$ 180,000.00	\$ 270,000.00
2	Training Assistants	\$ 160,000.00	\$ 240,000.00
23	Sub Total:	\$ 2,323,000.00	\$ 3,214,000.00
	Consultant Fees	\$ 250,000.00	\$ 500,000.00
	Grand Total:	\$ 2,573,000.00	\$ 3,714,000.00

Quarter-Staffed Model for State Fire Marshal's Office in Hawaii

Administrative Division			
Number of Positions	Position	Lower Bound	Upper Bound
1	State Fire Marshal	\$ 175,000.00	\$ 195,000.00
1	Deputy State Fire Marshals	\$ 157,500.00	\$ 175,000.00
1	Administrative Assistant	\$ 63,000.00	\$ 89,000.00
1	Legal Counsel - State AG	\$ 130,000.00	\$ 130,000.00
1	Public Information Officer	\$ 80,000.00	\$ 120,000.00
Operations Division			
1	Director of Operations	\$ 120,000.00	\$ 170,000.00
Fire Investigative Unit			
1	Lead Fire Investigator	\$ 100,000.00	\$ 150,000.00
2	Fire Investigators	\$ 180,000.00	\$ 270,000.00
Fire Prevention Unit			
1	Fire Prevention Officer	\$ 90,000.00	\$ 135,000.00
2	Fire Inspectors	\$ 180,000.00	\$ 270,000.00
Training Unit			
1	Training Officer	\$ 90,000.00	\$ 135,000.00
1	Training Assistant	\$ 80,000.00	\$ 120,000.00
14	Sub Total:	\$ 1,445,500.00	\$ 1,959,000.00
	Consultant Fees	\$ 250,000.00	\$ 500,000.00
	Grand Total:	\$ 1,695,500.00	\$ 2,459,000.00

The SFC also proposes an appropriation for the OSFM to contract with consultants who could explore feasibility and cost estimates for implementation of some of the measures described in Act 209; such as a statewide fire messaging program; oversight of training and certification of fire inspectors and investigators in the State; or development of a team fire fighting personnel and related equipment acquisition. The SFC proposes an initial appropriation of \$500,000 for consultant studies to facilitate improvements in fire and life safety in the State.

## Hawaii State Fire Marshal 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:	<i>Downtown Honolulu, Island of Oahu</i>

### 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 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]
- May manage in 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. [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 by 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. [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: 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**

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##### **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 assignments 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.

##### **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 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.

  
KAZUO TODD  
Chair, SFC