

HAWAII STATE FIRE COUNCIL BYLAWS
ARTICLE I
DEFINITIONS

- Section 1. These Bylaws, and all acts and proceedings which, in the future and in due course may be enacted, shall be binding on all members.
- Section 2. The term “Council” means the Hawaii State Fire Council, which is attached administratively to the State of Hawaii Department of Labor and Industrial Relations.
- Section 3. The term “members” means the duly appointed fire chiefs of each county fire department.
- Section 4. The term “officers” means the duly appointed fire chiefs of each county fire department.
- Section 5. The term “Administrator” means the appointed State Fire Council Administrator

ARTICLE II
PURPOSE AND LOCATION OF
THE OFFICE OF THE STATE FIRE COUNCIL

- Section 1. The purpose of this organization is to provide statewide uniformity and compatibility through the consistent application of fire code regulations for the safeguarding to a reasonable degree of life and property and to enhance the professional development of the fire service. To carry out this purpose, the Council shall:
- (A) Meet once each quarter to discuss the ways and means of preventing, controlling, and suppressing fires.
 - (B) Set forth minimum requirements relative to the protection of persons and property from fire loss including without limitation: (1) the storage, handling and use of hazardous substances, materials and devices; and (2) the control of conditions hazardous to life and property in the design, use or occupancy of buildings and premises. The requirements, insofar as is practicable, shall complement, augment and be consistent in the form and language with the building and other codes of the respective counties.
 - (C) Serve as a focal point through which all applications to the federal government for federal grant assistance for fire-related projects shall be made.
 - (D) Act in an advisory capacity to the governor and legislature.
 - (E) Encourage the exchange of ideas, information, knowledge and experience affecting the fire service.
 - (F) Promote the professional development of the fire service through a progressive program of code development, education, public relations, training, and research.
 - (G) Cooperate and assist the other departments and organizations to promote programs that further the goals and objectives of the Council.
- Section 2. The Council shall be in conformity with the functions, responsibilities, duties and intent

as set forth in Chapter 132, Hawaii Revised Statutes.

Section 3. The foregoing statement of duties shall not be considered as delimiting or exclusive of such duties and functions as may be prescribed by the Council or by its chairperson within prescribed subject laws.

Section 4. Location of the Office of the State fire Council:

(A) The Office of the State Fire Council shall be located within the county housing the seat of the State governmental administration.

ARTICLE III
MEMBERS, ELECTIONS, CHAIRPERSON,
VICE-CHAIRPERSON AND ADMINISTRATOR DUTIES, COMMITTEES

Section 1. Members:

- (A) Members of the Council are the duly appointed county Fire Chiefs, State of Hawaii, in accordance with Section 132, Hawaii Revised Statutes.
- (B) In event of prolonged illness or sudden death, the person designated to assume the duties of the county fire chief shall be given the right as a member.
- (C) Only members are eligible to vote on all matters of the Council. See Article IV, Section 2-B.

Section 2. Elections:

- (A) The election of the Chairperson and Vice-Chairperson shall be held every two (2) years at the first quarterly meeting commencing 1991.
- (B) The Chairperson and the Vice-Chairperson may hold office for two (2) years, or until their successors have been elected.
- (C) The terms shall officially start at the close of the final business session of the first quarterly meeting after the election.

Section 3. Chairperson:

- (A) The Chairperson of the Council shall be elected from among its members.
- (B) The Chairperson shall preside at all meetings of the Council. When unable to attend, the Chairperson shall designate the Vice-Chairperson or designee to preside.
- (C) The Chairperson shall serve as the spokesperson for the Council and sign all documents and reports as voted upon and directed by the Council.
- (D) The Chairperson shall present a budget to the Council for their review at the appropriate times each year.
- (E) The Chairperson shall perform such other duties as are requested by the Council.

Section 4. Vice-Chairperson:

- (A) The Vice-Chairperson of the Council shall be elected by the Council members.
- (B) In absence or inability of the Chairperson to perform the duties of the position, the Vice-Chairperson shall assume the duties of the Chairperson.

Section 5: State Fire Council Administrator:

- (A) The Administrator shall assist the Council in carrying out its duties.
- (B) The Administrator shall be selected by the Chairperson.
- (C) The Administrator shall carry out the administrative functions and to maintain Council matters such as budget preparation, fiscal control, fire code review and other related duties as directed by the Council. The Administrator's desirable qualifications may include, but is not limited to, experience in: (1) the Legislative process (2) Code Research, Review and Amendment process; (3) Code Enforcement and Interpretation; (4) Public Safety and Education; (5) Plans Checking; and (6) Fire Investigation.

Section 6. Committees:

- (A) The State Fire Council may:
 - 1. Appoint advisory committees comprised of representatives from each county fire department to assist in drafting the state fire code and coordinating statewide training, data collection, and contingency planning needs for fire fighters.
 - 2. Advise and assist the county fire departments where appropriate, may prescribe standard procedures and forms relating to inspections, investigations, and reporting of fires, may approve plans for cooperation among the county fire departments, and may advise the governor and the legislature with respect to fire prevention and protection, life safety, and any other functions or activities for which the various county fire departments are generally responsible.

ARTICLE IV
MEETINGS AND QUORUM

Section 1. Meetings:

- (A) The Council shall meet quarterly at the time and place agreed upon by the Council members.
- (B) The county hosting the meeting will be responsible to provide the meeting room.
- (C) The Chairperson may call special meetings of the Council whenever meetings are considered necessary, or whenever requested in writing by majority of the Council members.
- (D) The Chairperson is responsible for sending a notice of each meeting (followed by

an agenda for that meeting) to each Council member giving adequate time for preparation for the meeting.

Section 2. Quorum:

- (A) A quorum for the Council for the transaction of business shall be three (3) members. Matters shall be decided by a majority of those eligible to vote.

ARTICLE V
EXPENSES

Section 1. Expenses:

- (A) Any authorized travel expenses incurred by the Council shall be according to guidelines set by current State statutes and the Department of Labor and Industrial Relationsw Enforcement.

ARTICLE VI
RULES OF ORDER

Section 1. Robert's Rules of Order, newly revised, shall apply in situations not covered by these Bylaws or applicable statute. However, Council reserves the right to amend or modify the rules of order.

ARTICLE VII
AMENDMENTS

Section 1. These Bylaws may be amended at any quarterly meeting by the members of the Council, provided however, that due notice is given that said business shall be transacted at that time. Proposed amendments to these Bylaws must be in writing, signed and acknowledged by at least two (2) members of the Council with copies mailed to each member of the Council and the Council's Administrator at least thirty (30) days prior to the quarterly meeting.

ADOPTION OF BYLAWS

We the undersigned do hereby certify that on _____,
the foregoing Bylaws were adopted by us as Bylaws of the Hawaii State Fire Council.

DATED: Honolulu, Hawaii, this _____ day of _____, _____.

KALANI HAO, Fire Chief
Honolulu Fire Department

MICHAEL GIBSON, Fire Chief
Kauai Fire Department

KAZUO TODD, Fire Chief
Hawaii Fire Department

MARTINEZ JACOBS, Airports Fire Chief
Hawaii State Department of Transportation

BRADFORD VENTURA, Fire Chief
Department of Fire and Public Safety Maui

MICHAEL WALKER, Statewide Administrator
Division of Forestry and Wildlife, State of
Hawaii