

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

June 14, 2023

The Honorable Breanne Davis, Co-Chairperson
 The Honorable Mark Berry, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Emergency Management (ADEM) for your review.

ADEM requests one (1) position from the OPM growth pool established by Arkansas Code Annotated §21-5-225(b) along with the establishment of one (1) new classification. The classification requested is listed below:

CLASSIFICATIONS REQUESTED

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>POSITION COUNT</u>
NEW	State Fire Marshall	GS12	\$69,776-\$101,175	1

JUSTIFICATION

ADEM is requesting the above position of State Fire Marshall, GS12, to serve as the authority figure for the fire service in Arkansas. This position shall provide leadership in all aspects of operations with the responsibilities and emphasis on long-term goals and planning for the Office of Fire Protection Services and reporting the status of the office to the Fire Protection Services Board.

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The State Fire Marshall will ensure that the Office of Fire Protection follows state statute by coordinating fire prevention efforts through training, development and presentation of awareness programs, development and dissemination of fire prevention information and materials, and performing other duties that promote efficient and effective fire prevention and control in the state.

The position will additionally enforce the Arkansas Fire Prevention Code by working with the Fire Protection Services Board to determine the need for periodic revisions or updates to the current codes. When a need is recognized the State Fire Marshall shall work with the Arkansas Fire Marshal's Association to update the code and take the mandated steps to finalize and publish a new fire code in a timely manner.

The position will be responsible for promulgating rules for keeping, storing, using, manufacturing, selling, handling, and transporting the disposal of highly flammable materials.

RECOMMENDATION

The Office of Personnel Management has reviewed the request and **recommends** the request to obtain one (1) new position and one (1) new title with the classification listed above. The total cost of this request is approximately \$91,824.48. The department guarantees it possesses the fund to execute this request.

Your consideration of this request is appreciated.

Kay K. Barkhill STATE PERSONNEL DIRECTOR *6/01/23* DATE



MIKE HAGAR
SECRETARY

STATE OF ARKANSAS
GOVERNOR SARAH HUCKABEE SANDERS
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

May 8, 2023

Ms. Kay Barnhill, State Personnel Administrator
Office of Personnel Management
Department of Finance & Administration
P.O. Box 3278
Little Rock, AR 72203

Dear Ms. Barnhill:

With the approval of Col. Mike Hagar, Secretary of the Department of Public Safety, I am requesting a new position, namely State Fire Marshal, within the Arkansas Division of Emergency Management. This request is in accordance with Act 841 (HB 1766 of 2023) Section 44. This will be a new position, with a new title and classification, at the requested pay grade of GS12.

Please contact me if you need any additional information.

Sincerely,

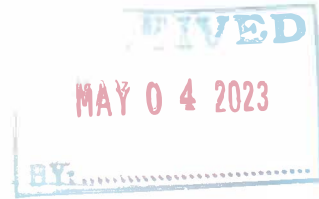
A handwritten signature in black ink, appearing to read "A.J. Gary".

A.J. Gary
Director and State Homeland Security Advisor

cc: Col. Mike Hagar
Hugh Finkelstein

Job Grade: GS12

1799



Title: State Fire Marshal

Special Job Requirements: Frequent in-state travel is required.

Typical Functions:

The State Fire Marshal will serve as the authority figure for the fire service in Arkansas. They will promote communication and cooperation within the Arkansas fire service to create a spirit of unity statewide.

The State Fire Marshal shall provide leadership in all aspects of operations with an emphasis on long term goals and planning for the Office of Fire Protection Services. They are responsible for reporting the status of the office to the Fire Protection Services Board.

Directs the activities of a professional staff by interviewing, hiring, training or providing training, setting priorities and making work assignments, and evaluating the performance of incumbents.

Ensures the Office of Fire Protection Services is in compliance with state statute.

Coordinates fire prevention efforts through training, development and presentation of awareness programs, development and dissemination of fire prevention information and materials, and perform other functions that promote efficient and effective fire prevention and control in the state.

Enforces the Arkansas Fire Prevention Code. Works with the Fire Protection Services Board to determine the need for periodic revision or updates to the Code. When a need is recognized, the State Fire Marshal shall work with the Arkansas Fire Marshal's Association to update the code. After the revisions are drafted, the State Fire Marshal shall take the mandated steps, by statute, to finalize and publish the new fire code within a timely manner.

Provides recommendations and coordinates with the State Insurance Commissioner on matters pertaining to fire protection standards, fire protection class code as well as rules and regulations for fire prevention with the state.

Enforces laws and ordinances, in conjunction with appropriate law enforcement agencies, with regard to: fire prevention; storage, sale and use of combustibles and explosives; installation and maintenance fire alarm and extinguishing equipment; construction, maintenance and regulation of fire escapes; exits in case of fire in places where people work, live or congregate; suppression of arson.

Promulgates rules for keeping, storing, using, manufacture, selling, handling, transportation or the disposition of highly flammable materials.

Regulates and permits the firework industry, fire sprinkler industry, fire alarm industry, and blasting industry,

Works in coordination with the Office of Fire Protection Services, the Arkansas Fire Protection Services Board and the Director of Arkansas Division of Emergency Management.

Compiles and analyzes research data, prepares reports, and presents review results as needed.

Performs other duties as assigned.

Knowledge, Abilities, and Skills:

Knowledge of fire prevention programs within the industry.

Knowledge of Arkansas Fire Prevention Code.

Knowledge of the principles and practices of organizational management.

Knowledge of state and federal laws, rules, regulations and guidelines regarding fire prevention.

Knowledge and understanding of management and financial practices.

Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinates.

Ability to analyze and compile data, prepare reports.

Ability to conduct training sessions, presentations and seminars.

Ability to communicate, verbally and in writing, especially the ability to communicate as a leader and an authority figure (must possess command presence).

Ability to grasp complex problems and provide multiple solutions.

Minimum Qualifications:

The formal education equivalent of a bachelor's degree in business administration, Fire Service Management, Fire Science or a related field; plus ten years of progressively more responsible experience in the fire protection industry with three of those years in management. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR

CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Required Certificates: none

Exempt