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**VIRTUAL/TELECONFERENCE  
AUTOMATIC FIRE SPRINKLER SYSTEM CONTRACTORS AND JOURNEYMEN  
COUNCIL**

**Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
April 28, 2026**

*The following agenda describes the issues that the Council plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-2)**
- B. Reminders: Scheduling Concerns**
- C. Approval of Minutes of January 27, 2026 (3-4)**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Committee Updates
  - 2) Committee Members
    - a. Burkette, Blair
    - b. Kobb, Scott
    - c. Krause, Garry
    - d. Wax, Ryan
- F. Administrative Rule Matters – Discussion and Consideration (5-9)**
  - 1) Proposed Scope Statement Relating to Automatic Fire Sprinkler Credentials
  - 2) Pending or Possible Rulemaking Projects
- G. Legislative and Policy Matters – Discussion and Consideration**
- H. Discussion and Consideration of Items Added After Preparation of Agenda**
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Matters
  - 3) Election of Officers
  - 4) Appointment of Liaisons and Alternates
  - 5) Delegation of Authorities
  - 6) Education and Examination Matters
  - 7) Credentialing Matters
  - 8) Legislative and Policy Matters
  - 9) Administrative Rule Matters

- 10) Council Liaison Training and Appointment of Mentors
- 11) Informational Items
- 12) Division of Legal Services and Compliance (DLSC) Matters
- 13) Motions
- 14) Petitions
- 15) Appearances from Requests Received or Renewed

**I. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: JULY 21, 2026**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
AUTOMATIC FIRE SPRINKLER SYSTEM CONTRACTORS AND JOURNEYMEN  
COUNCIL  
MEETING MINUTES  
JANUARY 27, 2026**

**PRESENT:** Blair Burkette, Scott Kobb, Garry Krause, Ryan Wax

**STAFF:** Brad Wojciechowski, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administrative Specialist; and other Department Staff

**TO ORDER**

Brad Wojciechowski, Executive Director, called the meeting to order at 9:00 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**MOTION:** Scott Kobb moved, seconded by Ryan Wax, to adopt the agenda as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Blair Burkette nominated Scott Kobb for the Office of Chairperson. Scott Kobb accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Scott Kobb was elected as Chairperson by unanimous voice vote.

*Vice Chairperson*

**NOMINATION:** Scott Kobb nominated Blair Burkette for the Office of Vice Chairperson. Blair Burkette accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Blair Burkette was elected as Vice Chairperson by unanimous voice vote.

<b>2026 ELECTION RESULTS</b>	
<b>Chairperson</b>	Scott Kobb
<b>Vice Chairperson</b>	Blair Burkette

Secretary	Garry Krause
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**ADMINISTRATIVE RULE MATTERS**

**Discussion of Rule Matters Relating to Automatic Fire Sprinkler Credentials**

**MOTION:** Scott Kobb moved, seconded by Blair Burkette, to recommend that the department draft a scope statement on SPS 302 and 305 relating to Automatic Fire Sprinkler Credentials. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Scott Kobb moved, seconded by Blair Burkette, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:23 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jake Pelegrin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 4/16/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																	
<b>3) Name of Board, Committee, Council, Sections:</b> Automatic Fire Sprinkler System Contractors and Journeymen Council																			
<b>4) Meeting Date:</b> 4/28/26	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Administrative Rule Matters – Discussion and Consideration</b> 1. Proposed scope statement relating to Automatic Fire Sprinkler Credentials 2. Pending or Possible Rulemaking Projects																	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A																	
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -Draft scope statement																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-bottom: 1px solid black;">11)</td> <td style="width: 50%; border-bottom: 1px solid black;"><i>Jake Pelegrin</i></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">Authorization</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: right;">4/16/26</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				11)	<i>Jake Pelegrin</i>	Authorization	4/16/26		Signature of person making this request		Date		Supervisor (if required)		Date		Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
11)	<i>Jake Pelegrin</i>	Authorization	4/16/26																
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	Supervisor (if required)		Date																
	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date																
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.																			

# STATEMENT OF SCOPE

## DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Rule No.: SPS 302 and 305

Relating to: Fire Sprinkler and Fire Prevention Credentials

Rule Type: Permanent

### 1. Finding/nature of emergency (Emergency Rule only):

N/A

### 2. Detailed description of the objective of the proposed rule:

The objective of this rulemaking project is to review and consider updating rules relating to automatic fire sprinkler systems and the credentials required for their installation, maintenance, and repair. These subjects are primarily contained in Wis. Admin. Code ch. SPS 305. The department, in consultation with the Automatic Fire Sprinkler System Contractors and Journeymen Council, plans to review the administrative code covering these subjects and determine if updates or clarification are needed. Additionally, the department will review and consider updating rules relating to fire detection, prevention, and suppression inspectors and the related credentials. Updates may be needed for the purpose of protecting public health, safety, and welfare through these systems, and for modernizing and increasing efficiency of credentialing. Rule revisions may also require changes to ch. SPS 302, as that chapter sets requirements for certain subject matters contained in ch. SPS 305.

### 3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Wis. Admin. Code ch. SPS 305 contains details of requirements for working with automatic fire sprinkler systems and for inspecting fire detection, prevention, and suppression devices. Currently, the department issues credentials to become a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, a registered automatic fire sprinkler fitter-maintenance, a registered automatic fire sprinkler system tester, or a certified fire detection, prevention, and suppression inspector. The chapter gives details of activities allowed to be performed and the requirements for credentialing.

The primary purpose of this rulemaking project is to protect public health, safety, and welfare. Periodic review and update of the rules is necessary to ensure that the rules still achieve that purpose. As part of this purpose, the review and update allows the opportunity to recognize and stay current with new fire sprinkler products and practices. General responsibilities, scope of practice, supervision requirements, license application requirements, renewal requirements, and other topics related to these credentials in ch. SPS 305 will be considered during this project.

The alternative of not reviewing and updating the code could result in rules remaining out of date or obsolete, which could be a risk to the public and could be a missed opportunity for modernizing the code.

### 4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 101.02 (15) (i), Stats.: "The department shall ascertain and fix such reasonable standards and shall prescribe, modify and enforce such reasonable orders for the adoption of safety devices, safeguards and other means or methods of protection to be as nearly uniform as possible, as may be necessary to

carry out all laws and lawful orders relative to the protection of the life, health, safety and welfare of employees in employments and places of employment or frequenters of places of employment.”

Section 101.14 (4r) (c) 1., Stats: “The department shall promulgate rules establishing procedures and requirements for issuing certifications for purposes of par. (b). The department shall include in the rules a requirement that the person hold a valid certification from the national fire protection association qualifying him or her as a certified fire inspector I or that he or she hold a valid equivalent certification.”

Section 145.165 (1), Stats.: “An automatic fire sprinkler fitter-maintenance only registration certificate is required for any person who is employed to maintain automatic fire sprinkler systems by a business establishment registered under s. 145.175. The department shall, by rule, specify the requirements for issuing an automatic fire sprinkler fitter-maintenance only registration certificate and specify the activities in which a person holding a certificate under this section may engage.”

Section 145.17 (2), Stats.: “The department shall prescribe rules as to the qualifications, examination and licensing of journeymen automatic fire sprinkler system fitters and automatic fire sprinkler contractors and for the registration and training of automatic fire sprinkler system apprentices. The automatic fire sprinkler system contractors and journeymen council, created under s. 15.407 (17) [Stats.], shall advise the department in formulating the rules.”

Section 145.175, Stats.: “An automatic fire sprinkler-maintenance only registration certificate is required before any business establishment may maintain or repair existing automatic fire sprinkler systems in its physical facilities. The department shall, by rule, specify the qualifications for issuing an automatic fire sprinkler-maintenance only registration certificate. The department shall, by rule, specify the activities in which a person holding a registration certificate under this section may engage.”

Section 145.18, Stats.: “The department may issue temporary permits to journeymen automatic fire sprinkler system fitters or to automatic fire sprinkler contractors pending examination of applicants for licenses. The department may also issue temporary permits to applicants for automatic fire sprinkler-maintenance only registration certificates. The department shall, by rule, prescribe the procedure for issuing these permits.”

Section 227.11 (2) (a), Stats., authorizes the Department to “...promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute...”

**5. Estimate of the amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

120 hours.

**6. List with description of all entities that may be affected by the proposed rule:**

This rule project may affect any business or other entity that is involved in the ownership, design, installation, use, maintenance, alteration, or inspection of automatic fire sprinkler systems or fire detection, prevention, and suppression devices in Wisconsin.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

The Code of Federal Regulations has references for fire sprinklers and fire prevention. Below are the identified existing federal regulations that potentially address fire sprinklers or fire prevention in public buildings and places of employment in Wisconsin:

29 CFR 1910.159—Automatic Sprinkler Systems: Applies to all automatic sprinkler systems installed to meet a particular OSHA standard. Includes requirements for design, maintenance, testing, drainage, and others.

29 CFR 1926–Safety and Health Regulations for Construction: Employers are responsible for fire protection and prevention programs at job sites, subject to published standards, and protective equipment must be provided and maintained.

41 CFR 102–Federal Management Regulation: Fire protection, prevention, and inspection regulations for federally owned and leased buildings are addressed in Title 41 of the Code of Federal Regulations, in Part 102, Subpart C, Sections 80.80 to 80.135. Under Section 80.85, “Federally owned buildings are generally exempt from State and local code requirements in fire protection; however, in accordance with 40 U.S.C.619, each building constructed or altered by a Federal agency must be constructed or altered, to the maximum extent feasible, in compliance with one of the nationally recognized model building codes and with other nationally recognized codes. Leased buildings are subject to local code requirements and inspection.”

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

The proposed rule is not likely to have a significant economic impact on small businesses and the state’s economy as a whole.

**Contact Person:** Jake Pelegrin, Administrative Rules Coordinator, [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov), (608) 267-0989.

Approved for publication:

Approved for implementation:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Date Approved

**Rule Projects**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Implementation</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating Clause</b>	<b>Current Stage</b>	<b>Next Step</b>
				SPS 302 and 305	Fire Sprinkler and Fire Prevention Credentials	Drafting scope statement.	Submittal of scope statement to Governor for approval.