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**VIRTUAL/TELECONFERENCE  
CONVEYANCE SAFETY CODE COUNCIL  
Virtual, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison  
Contact: Will Johnson (608) 266-2112  
July 22, 2025**

*The following agenda describes the issues that the Board 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 Board.*

**AGENDA**

**9:00 A.M.**

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

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of April 15, 2025 (3-4)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introduction, Announcements, and Recognition**
- E. Administrative Matters**
  - 1) Department, Staff and Board Updates
  - 2) Council Members
    - a. Braun, Andrew
    - b. Danowski, David
    - c. Lex, Adam
    - d. Misustin, Keith
    - e. Mueller, Ronald
    - f. Rausch, Brian
    - g. Rosenberg, Paul
    - h. Thurmer, Harold
    - i. Whelan, Maiya
- F. 9:00 A.M. Preliminary Public Hearing – Scope Statement 035-25: SPS 302, 305, 316, 318, 321, 362, 366, 381, and 382, relating to Conveyance Safety Code comprehensive review (5-8)**
  - 1) Review Public Hearing Comments
- G. Administrative Rule Matters – Discussion and Consideration (9)**
  - 1) Pending or Possible Rulemaking Projects
- 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) Practice Matters
- 9) Legislative and Policy Matters
- 10) Public Health Emergencies
- 11) Administrative Rule Matters
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

## **I. Public Comments**

## **ADJOURNMENT**

**NEXT MEETING: AUGUST 26, 2025**

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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  
CONVEYANCE SAFETY CODE COUNCIL  
MEETING MINUTES  
APRIL 15, 2025**

**PRESENT:** Andrew Braun, David Danowski, Adam Lex, Keith Misustin, Brian Rausch, Paul Rosenberg, Harold Thurmer

**ABSENT:** Ronald Mueller, Maiya Whelan

**STAFF:** Will Johnson, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rule Coordinator; Ashley Sarnosky, Board Administrative Specialist; and other Department Staff

**CALL TO ORDER**

Paul Rosenberg, Chairperson, called the meeting to order at 9:03 a.m. A quorum was confirmed with seven (7) members present.

**ADOPTION OF AGENDA**

**MOTION:** David Danowski moved, seconded by Harold Thurmer, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 11, 2019**

**MOTION:** Harold Thurmer moved, seconded by Keith Misustin, to approve the minutes of October 11, 2019 as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**RECOGNITIONS**

**MOTION:** Harold Thurmer moved, seconded by Adam Lex, to recognize and thank  
Jennie Macaluso  
Steven Ketelboeter  
Kenneth Smith  
Mark Uy  
Scot Bromann  
for their years of dedicated service to the Council and State of Wisconsin.  
Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

***Chairperson***

**NOMINATION:** Harold Thurmer nominated Paul Rosenberg for the Office of Chairperson. Paul Rosenberg accepted the nomination.

Will Johnson, Executive Director, called for nominations three (3) times.

Paul Rosenberg was elected as Chairperson by unanimous voice vote.

***Vice Chairperson***

**NOMINATION:** Paul Rosenberg nominated David Danowski for the Office of Vice Chairperson. David Danowski accepted the nomination.

Will Johnson, Executive Director, called for nominations three (3) times.

David Danowski was elected as Vice Chairperson by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	Paul Rosenberg
Vice Chairperson	David Danowski
Secretary	Brian Rausch

**ADMINISTRATIVE RULE MATTERS**

**Scope Statement relating to Conveyance Safety Code Comprehensive Review**

**MOTION:** Harold Thurmer moved, seconded by David Danowski, to delegate authority to Secretary Brian Rausch to recommend approval of the revised Scope Statement revising SPS 302, 305, 316, 318, 321, 362, 366, 381, and 382 relating to Conveyance Safety Code Comprehensive Review, for submission to the Department of Administration and Governor's Office and for publication. Motion carried unanimously.

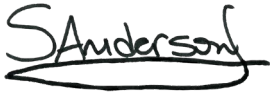
**ADJOURNMENT**

**MOTION:** Harold Thurmer moved, seconded by Keith Misustin, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:10 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson – Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 07/10/2025 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Conveyance Safety Code Council			
<b>4) Meeting Date:</b> July 22, 2025	<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> 9:00 A.M. Preliminary Public Hearing – Scope Statement 035-25: SPS 302, 305, 316, 318, 321, 362, 366, 381, and 382, relating to Conveyance Safety Code comprehensive review.  1. Review Public Hearing comments	
<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> The Department of Safety and Professional Services will hold a Preliminary Public Hearing on this scope as directed by the Joint Committee for Review of Administrative Rules (JCRR) pursuant to s. 227.136 (1), Stats.			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/> <b>Signature of person making this request</b> </div> <div style="text-align: center;"> <hr/> <b>Date</b>          07/10/2025       </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <hr/> <b>Supervisor (if required)</b> </div> <div style="text-align: center;"> <hr/> <b>Date</b> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <hr/> <b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b> </div> <div style="text-align: center;"> <hr/> <b>Date</b> </div> </div>			
<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, 305, 316, 318, 321, 362, 366, 381, and 382

**Relating to:** Conveyance Safety Code Comprehensive Review

**Rule Type:** Permanent

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

N/A

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

The primary objective of this rulemaking project is to evaluate and update the Wisconsin Conveyance Safety Code, SPS 318. This rulemaking update is intended to keep the Code consistent with dynamic, contemporary regional, national, and emergency practices and standards, as required by statute, and with any legislation enacted since the previous update of these rules.

In addition, the project may include revisions to other chapters relating to the Wisconsin Conveyance Safety Code including, but not limited to, chapters SPS 302, fee schedule; SPS 305, licenses, certifications and registrations; SPS 316, electrical; SPS 321, Uniform Dwelling Code as it relates to residential elevators; SPS 362, Commercial Building Code as it relates to commercial conveyance safety; SPS 366, existing buildings; SPS 381, definitions and standards; and SPS 382, design, construction, installation, supervision, maintenance, and inspection of plumbing.

### 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:

The Wisconsin Conveyance Safety Code contains standards for the design, construction, use, maintenance, alteration, and inspection of elevators, escalators, and lifts in public buildings, places of employment and one- and 2-family dwellings. In keeping with the statutory requirement to use nationally recognized standards, this Code currently incorporates by reference previous editions of American Society of Mechanical Engineers (ASME) codes and guides that will need to be reviewed and updated to the current editions. A periodic review and update of these codes is necessary to ensure that they still achieve their purpose and allow the opportunity to stay current with new construction products and practices. The last time chapter SPS 318 was updated was in 2020.

Additionally, the Department intends to review chapters SPS 302, 305, 316, 321, 362, 366, 381, and 382 that cover fees, licensing, electrical, Uniform Dwelling Code, Commercial Buildings, and plumbing to ensure that matters relating to conveyance safety are updated to the most current standards of conveyance safety practice.

The primary policy alternative would be to not perform this rule-review process. This would reduce the public benefits that would otherwise occur by performing this review.

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

Section 101.981 (2), Stats., relating to modification by rule, states that the "department shall promulgate rules establishing additional definitions to the extent the department deems necessary for the proper administration and enforcement of this subchapter. (...) To the extent practicable, the department shall

ensure that any definitions or modifications promulgated under this subsection are consistent with national, industry-wide safety standards governing matters regulated by this subchapter.”

Section 101.982, Stats., relating to the conveyance safety code, states that the “department shall promulgate rules establishing standards for the safe installation and operation of conveyances. In promulgating rules under this section the department shall consider the recommendations of the conveyance safety code council under s. 101.986. The rules shall be consistent, to the extent practicable, with national, industry-wide safety standards applicable to conveyances...”

Section 101.985 (3), Stats., relating to licensing qualifications and procedure, states that the “department shall promulgate rules that establish the qualifications required for issuance of an elevator inspector license.”

Section 101.985 (5) (b) 2., Stats., relating to licensing qualifications and procedure, states that the “department shall promulgate rules that establish the education requirements for purposes of subd. 1. [license renewal and continuing education requirements].”

Section 101.986, Stats., relating to conveyance safety code council duties, states that the “council shall consider and make recommendations to the department pertaining to rules for the enforcement of this subchapter, the granting of variances, administrative appeal procedures, fees, and any other matter under this subchapter.”

Section 101.988, Stats., relating to enforcement and penalties, states that the department may perform investigations, issue orders, and charge penalties “to aid in the enforcement of this subchapter and rules promulgated under this subchapter.”

Section 227.11 (2) (a), Stats., states that “[e]ach agency may 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:**

The proposed rules may affect any business or other entity involved with the ownership, design, construction, use, maintenance, alteration, or inspection of elevators, escalators, and lift devices.

**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:**


Elevators and escalators at marine terminal facilities are subject to regulations under the Occupational Safety and Health Administration (OSHA) in 29 C.F.R. § 1917.116. The Department of Transportation and Department of Justice have Americans with Disabilities Act (ADA) compliance standards for all facilities, including public transportation facilities. Buildings built on federal property are legally exempt from state and local conveyance codes, however, the General Services Administration (GSA) has a policy that federal buildings comply with state and local building codes to the maximum extent practicable. Any rule changes that are advanced under this scope statement are not expected to infringe on these federal requirements. No other current or proposed federal regulations were found relating to this rulemaking.

**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 will have minimal to no economic impact on small businesses and the state’s economy as a whole.

**Contact Person:** Sofia Anderson, Administrative Rule Coordinator, DSPSAdminRules@wisconsin.gov

Approved for publication:

  
Authorized Signature

5/8/2025  
Date Submitted

Approved for implementation:

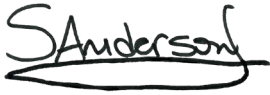
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Authorized Signature

\_\_\_\_\_  
Date Submitted



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

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<b>3) Name of Board, Committee, Council, Sections:</b> Conveyance Safety Code Council			
<b>4) Meeting Date:</b> May 27, 2025	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rules Matters – Discussion and Consideration 1. Pending and 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	
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