



VIRTUAL/TELECONFERENCE
FIRE PREVENTION CODE ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
July 1, 2025

The following agenda describes the issues that the Committee 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. Welcome and Introductions

C. Reminders: Conflicts of Interest, Scheduling Concerns

D. Administrative Matters – Discussion and Consideration (3-5)

1. Department, Staff and Committee Updates
2. 2025 Meeting Dates **(3)**
3. Annual Policy Review **(4-5)**
4. Election of Officers
5. Section Member – Term Expiration Date
 - a. Bauer, Shoua
 - b. Bending, Brian
 - c. Fehrenbach, Michael
 - d. Hammond, April
 - e. Hornung, Amanda
 - f. Howard, Steven
 - g. Olson, Craig
 - h. Roberts, Jason
 - i. Ruckriegel, Edwin
 - j. Schmocker, Daniel

E. Administrative Rule Matters – Discussion and Consideration (6-10)

1. Discussion of Proposed Scope Statement on SPS 302, 305, and 314 relating to Fire Prevention Code Review **(7-10)**
2. Pending or Possible Rulemaking Projects

F. Next Steps

G. Public Comments

ADJOURNMENT

NEXT MEETING: AUGUST 18, 2025

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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**FIRE PREVENTION CODE ADVISORY COMMITTEE
2025 MEETING DATES**

Meeting Date	Start time	Location	Agenda Item Deadline
Tuesday, July 1, 2025	9:00 AM	Virtual	6/19/25
Monday, August 18, 2025	9:00 AM	Virtual	8/6/25

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brenda Taylor, Board Services Supervisor		2) Date when request submitted: 12/1/2024	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2025	5) Attachments: <input checked="" type="checkbox"/> Yes	6) How should the item be titled on the agenda page? Administrative Matters: Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
<p>10) Describe the issue and action that should be addressed:</p> <p>Please be advised of the following Policy Items:</p> <ol style="list-style-type: none"> 1. In-Person and Virtual Meetings: Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. 2. Attendance/Quorum: Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections. 3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law. 4. Mandatory Training: All Board Members must complete Public Records and Ethics Training, annually. Register to set up an account in the Cornerstone LearnCenter online portal or Log in to an existing account. 5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting) 6. Travel Voucher Submissions: Please submit all Mileage Reimbursement claims for in-person meetings to DSPS within 30 days of the close of each month in which expenses are incurred. 7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time. <ol style="list-style-type: none"> a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe. b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate. 8. Inclement Weather Policy: In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only. 			
<p>11) Authorization </p> <p style="text-align: right; margin-top: 20px;">12/02/2024</p>			
<p>Directions for including supporting documents:</p> <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Board Administration Specialist for agenda packet production and compilation.

4 business days prior to the meeting: Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

Agenda Item Examples:

- Approval of the Agenda and previous meeting Minutes
- Open Session Items
 - Public Hearings (relating to Administrative Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by staff detailing board actions on closed session business.

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 6/20/25 <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>											
3) Name of Board, Committee, Council, Sections: Fire Prevention Code Advisory Council													
4) Meeting Date: 7/1/25	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Discussion of Proposed Scope Statement on SPS 302, 305, and 314 relating to Fire Prevention Code Review 2. Pending or Possible Rulemaking Projects											
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A											
10) Describe the issue and action that should be addressed: Attachments: -Proposed scope statement on SPS 302, 305, and 314 relating to Fire Prevention Code Review -Rules process flowchart													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Authorization 6/20/25 </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;"> Signature of person making this request </td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;"> Supervisor (if required) </td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; padding-bottom: 5px;"> Date </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 6/20/25	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	
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Supervisor (if required)	Date												
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Date													
Directions for including supporting documents: 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, and 314

Relating to: Fire Prevention Code 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 objective of this rulemaking project is to evaluate, update, and clarify provisions of Wisconsin's Fire Prevention Code as contained in ch. SPS 314. The Fire Prevention Code primarily contains standards for the use, operation and maintenance of public buildings and places of employment. This rulemaking project is intended to keep the code consistent with regional and national construction and fire prevention practices, standards, and products, in order to protect the health, safety, and welfare of the occupants and owners of these buildings and places of employment. Rule revisions may also require changes to chs. SPS 302 and 305, as those chapters set requirements for certain subject matters contained in ch. SPS 314.

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:

Wisconsin's Fire Prevention Code primarily contains standards for the use, operation and maintenance of public buildings and places of employment. The current rules adopt and reference the 2012 edition of the National Fire Protection Association's NFPA 1, *Fire Code* standard. The Fire Prevention Code also establishes duties and requirements for fire departments and municipalities that receive fire dues payments through the department.

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 potential update allows the opportunity to recognize and stay current with new construction and new fire prevention products and practices. With the use of new technologies, new and emerging fire hazards should be considered and evaluated. Administration of the code, definitions, general fire safety, and other topics covered by ch. SPS 314 will be considered during this project. The review and update process will include evaluation and consideration of adopting the 2024 edition of the NFPA 1, *Fire Code* standard. Since 2012, multiple editions of the NFPA 1 *Fire Code* have been published by the National Fire Protection Association.

The alternative of not revising the code would result in Wisconsin rules not being up to date with current national standards which would be a risk to the public.

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

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..."

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 101.02 (15) (j), Stats., requires the department to “...ascertain, fix and order such reasonable standards or rules for constructing, altering, adding to, repairing, and maintaining public buildings and places of employment in order to render them safe.”

Section 101.14 (4) (a), Stats.: “The department shall make rules, pursuant to ch. 227, requiring owners of places of employment and public buildings to install such fire detection, prevention or suppression devices as will protect the health, welfare and safety of all employers, employees and frequenters of places of employment and public buildings.”

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

250 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, construction, use, maintenance, alteration, or inspection of a public building or place of employment in Wisconsin and any fire department or municipality that participates in the fire dues distribution under ss. 101.573 and 101.575, Stats. Fire departments and municipalities that participate in the fire dues distribution either have fire inspectors or have contracts with them. A code update would require those fire inspectors to be educated in those updates to ensure appropriate enforcement of the new code. Fire chiefs would also need to be updated and educated on any potential changes to their duties and responsibilities.

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 many references for fire prevention. Below are the identified existing federal regulations that potentially address fire prevention in public buildings and places of employment in Wisconsin:

29 CFR 1910—Occupational Safety and Health Standards: Among other safety requirements, this section addresses measures to prevent or minimize the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals.

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.

30 CFR 56—Safety and Health Standards—Surface Metal and Nonmetal Mines: Sets forth mandatory safety and health standards for each surface metal or nonmetal mine, including open pit mines, subject to the Federal Mine Safety and Health Act of 1977. The purpose of these standards is the protection of life, the promotion of health and safety, and the prevention of accidents.

30 CFR 57—Safety and Health Standards—Underground Metal and Nonmetal Mines: Sets forth mandatory safety and health standards for each underground metal or nonmetal mine, including related surface operations, subject to the Federal Mine Safety and Health Act of 1977. The purpose of these standards is the protection of life, the promotion of health and safety, and the prevention of accidents.

33 CFR 127—Waterfront Facilities Handling Liquefied Natural Gas and Liquefied Hazardous Gas: Requires facilities that transfer liquefied natural gas (LNG), or liquefied hazardous gas (LHG) in bulk, to or from a vessel, to maintain both an Operations Manual and an Emergency Manual.

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, DSAdminRules@wisconsin.gov, (608) 267-0989.

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Approved

Date Approved

Department/Council Permanent Rule Process Chart

