



**VIRTUAL/TELECONFERENCE**  
**FIRE PREVENTION CODE ADVISORY COMMITTEE**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Brad Wojciechowski (608) 266-2112**  
**February 18, 2026**

*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**

**9:30 A.M.**

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

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of December 15, 2025 (3)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
  - 1. Department, Staff and Committee Updates
  - 2. **2026 Meeting Dates (4)**
  - 3. **Annual Policy Review (5-7)**
  - 4. **Election of Officers (8)**
  - 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
- F. Administrative Rule Matters – Discussion and Consideration (9-11)**
  - 1. Proposed Updates to SPS 314
  - 2. Pending or Possible Rulemaking Projects
- G. Public Comments**

## **ADJOURNMENT**

**NEXT MEETING: MAY 6, 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 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.

**VIRTUAL/TELECONFERENCE  
FIRE PREVENTION CODE ADVISORY COMMITTEE  
MEETING MINUTES  
DECEMBER 15, 2025**

**PRESENT:** Shoua Bauer, Brian Bending, Michael Fehrenbach (*arrived at 9:13 a.m.*), April Hammond, Amanda Hornung, Steven Howard, Craig Olson, Jason Roberts, Edwin Ruckriegel, Daniel Schmocke

**STAFF:** Brad Wojciechowski, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Ashley Sarnosky, Board Administration Specialist; Aaron Andre, DIS; Steven Komar, DIS; Richard Sommerfeld, DIS; and other Department Staff

**CALL TO ORDER**

Edwin Ruckriegel, Chairperson, called the meeting to order at 9:01 a.m. A quorum of nine (9) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Craig Olson moved, seconded by Steven Howard, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 27, 2025**

**MOTION:** Daniel Schmocke moved, seconded by Amanda Hornung, to approve the minutes of October 27, 2025 as published. Motion carried unanimously.

*Michael Fehrenbach arrived at 9:13 a.m.*

**ADJOURNMENT**

**MOTION:** Michael Fehrenbach moved, seconded by Steven Howard, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:48 a.m.

**FIRE PREVENTION CODE ADVISORY COMMITTEE**  
**2026 MEETING DATES**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Wednesday, February 18, 2026	9:30 AM	Virtual	12/30/2024
Wednesday, May 6, 2026	9:30 AM	Virtual	4/24/2026
Wednesday, July 22, 2026	9:30 AM	Virtual	7/10/2026
Wednesday, September 9, 2026	9:30 AM	Virtual	8/27/2026
Wednesday, November 18, 2026	9:30 AM	Virtual	11/6/2026

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

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
- 2) Date When Request Submitted: 12/11/2025
- 3) Name of Board, Committee, Council, Section: **All Boards**
- 4) Meeting Date: **First Meeting of 2026**

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- 5) Attachments: **Yes**
- 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
- 7) Place Item in: **Open Session**
- 8) Is an appearance before the Board being scheduled? No
- 9) Name of Case Advisor(s), if applicable: N/A

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- 10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



**DATE: January 1, 2026**

**TO: DSPS Board, Council, and Committee Members**

**FROM: Division of Policy Development**

**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

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. If you are traveling internationally, please see item 9 below.
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 and Per Diem Submissions:** Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
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.
  - 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.
9. **International Travel:** Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## 8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## 7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## 5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) 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 Board webpage.

### Agenda Item Examples:

- Open Session Items
  - Public Hearings and Administrative Rules Matters
  - Administrative Matters
  - Legislation and Policy Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
  - 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 Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## 1 business day after the Meeting

"Action" lists are distributed to Department 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 open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

**FIRE PREVENTION CODE ADVISORY COMMITTEE  
2025 ELECTIONS**

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Edwin Ruckreigel
<b>Vice Chairperson</b>	Daniel Schmocke
<b>Secretary</b>	Michael Fehrenbach

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request:  <b>Jake Pelegrin Administrative Rules Coordinator</b>		2) Date when request submitted:  <b>2/6/26</b>
3) Name of Board, Committee, Council, Sections:  <b>Fire Prevention Code Advisory Council</b>		
4) Meeting Date:  <b>2/18/26</b>	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Administrative Rule Matters – Discussion and Consideration</b> 1. Proposed updates to SPS 314 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? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  <b>N/A</b>
10) Describe the issue and action that should be addressed:  Attachments: -Code items spreadsheet		
11) <span style="float: left; margin-right: 20px;"><i>Jake Pelegrin</i></span> Authorization  <b>2/6/26</b>		
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		
<p><b>Directions for including supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>		

ITEM NO.	CODE/RULE PROVISION	EXISTING LANGUAGE AND PROPOSED CHANGES TO SPS	PROPOSED CODE LANGUAGE	COMMENTS & STATUS
1	314.001(1)(a)	<p><b>314.001 Adoption and application.</b></p> <p>(1) NFPA 1.</p> <p>(a) Adoption of model fire code. NFPA 1, Fire Code — <del>2012</del> <u>2024</u>, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.</p> <p><b>Note:</b> A copy of NFPA 1, Fire Code, is on file in the offices of <del>the Department and</del> the Legislative Reference Bureau. Copies of NFPA 1, Fire Code, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at <a href="http://www.nfpa.org">www.nfpa.org</a>.</p>	<p><b>314.001 Adoption and application.</b></p> <p>(1) NFPA 1.</p> <p>(a) Adoption of model fire code. NFPA 1, Fire Code — 2024, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.</p> <p><b>Note:</b> A copy of NFPA 1, Fire Code, is on file in the offices of the Legislative Reference Bureau. Copies of NFPA 1, Fire Code, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at <a href="http://www.nfpa.org">www.nfpa.org</a>.</p>	
1a	SPS 314.001 (1) (a)	<p><b>314.001 Adoption and application.</b></p> <p>(1) NFPA 1.</p> <p>(a) Adoption of model fire code. NFPA 1, Fire Code — <del>2012</del> <u>2024</u>, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.</p>	<p><b>314.001 Adoption and application.</b></p> <p>(1) NFPA 1.</p> <p>(a) Adoption of model fire code. NFPA 1, Fire Code — 2024, subject to the modifications specified in this chapter, is hereby incorporated by reference into this chapter.</p>	<p>This change updates the adopted fire code to the 2024 edition of NFPA 1.</p> <p><b>Presented by:</b> April Hammond</p>
1b	SPS 314.001 (1) (a) Note:	<p><b>314.001 (1) (a) Note:</b> A copy of NFPA 1, Fire Code, is on file in the offices of <del>the Department and</del> the Legislative Reference Bureau. Copies of NFPA 1, Fire Code, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at <a href="http://www.nfpa.org">www.nfpa.org</a>.</p>	<p>314.001 (1) (a) Note: A copy of NFPA 1, Fire Code, is on file in the offices of the Legislative Reference Bureau. Copies of NFPA 1, Fire Code, may be purchased from the National Fire Protection Association at 11 Tracy Drive, Avon, MA 02322; and may be purchased or accessed free of charge at <a href="http://www.nfpa.org">www.nfpa.org</a>.</p>	<p>This is a routine cleanup change to reflect that standards are no longer required to be on file in the offices of the department.</p> <p><b>Presented by:</b> April Hammond</p>
2	SPS 314.01 (11)	<p><b>314.01 Administration.</b></p> <p>(11) <del>FIRE</del> INCIDENT REPORTS. These are department rules in addition to the requirements in NFPA 1 section <del>4444</del> <u>1.12.4</u>:</p> <p>(a) <del>1. For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred. All departments shall comply with the record keeping requirements of NFPA 1 section 1.12.4 for all emergency responses and upload the records to the agency specified in Wis. Stat. s. 101.141(1).</del></p>	<p><b>314.01 Administration.</b></p> <p>(11) INCIDENT REPORTS. These are department rules in addition to the requirements in NFPA 1 section <del>4444</del> <u>1.12.4</u>:</p> <p>(a) 1. All departments shall comply with the record keeping requirements of NFPA 1 section 1.12.4 for all emergency responses and upload the records to the agency specified in Wis. Stat. s. 101.141(1).</p>	
2a	SPS 314.01 (11)	<p><b>314.01(11) FIRE</b> INCIDENT REPORTS. These are department rules in addition to the requirements in NFPA 1 section <del>4444</del> <u>1.12.4</u>:</p>	<p><b>314.01(11) FIRE</b> INCIDENT REPORTS. These are department rules in addition to the requirements in NFPA 1 section <del>4444</del> <u>1.12.4</u>:</p>	<p>Clarification of the title to reflect that all incidents must be reported, not just fire.</p> <p><b>Presented by:</b> April Hammond</p>
2b	SPS 314.01 (11) (a) 1.	<p><b>314.01(11)(a)1.</b> <del>For each fire, a record shall be compiled by a fire department serving the municipality in which the fire occurred. All departments shall comply with the record keeping requirements of NFPA 1 section 1.12.4 for all emergency responses and upload the records to the agency specified in Wis. Stat. s. 101.141(1).</del></p>	<p><b>314.01(11)(a)1.</b> All departments shall comply with the record keeping requirements of NFPA 1 section 1.12.4 for all emergency responses and upload the records to the agency specified in Wis. Stat. s. 101.141(1).</p>	<p>The updated NFPA 1 requires recording of all fire and other emergency responses and reporting of that data to the agency responsible for collecting such data. This proposed change eliminates the redundant provision in the existing (11) while making it clear that all departments are still required to keep records of all emergency calls and file them with federal authorities.</p> <p><b>Presented by:</b> April Hammond</p>
3	SPS 314.01 (13) (c) 5.	<p><b>314.01 Administration.</b></p> <p>(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:</p> <p>(c) <i>Public fire education services.</i> Each fire department shall provide public fire education services within the territory served by the fire department. The services may be selected from the following public fire education-related activities, or may be other activities acceptable to the department:</p> <p>(5) ‘Continuing public fire education program.’ Fire departments conduct public fire education programs, which may include monthly public service announcements for radio or television, monthly newspaper articles, booths at fairs, demonstrations at shopping centers, <i>social media</i>, and billboards with fire safety messages.</p>	<p><b>314.01 Administration.</b></p> <p>(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:</p> <p>(c) <i>Public fire education services.</i> Each fire department shall provide public fire education services within the territory served by the fire department. The services may be selected from the following public fire education-related activities, or may be other activities acceptable to the department:</p> <p>(5) ‘Continuing public fire education program.’ Fire departments conduct public fire education programs, which may include monthly public service announcements for radio or television, monthly newspaper articles, booths at fairs, demonstrations at shopping centers, social media, and billboards with fire safety messages.</p>	<p>This change adds social media to the acceptable list of public education.</p> <p><b>Presented by:</b> April Hammond</p>
4	SPS 314.01 (13) (d)	<p><b>314.01 Administration.</b></p> <p>(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:</p> <p>(d) <i>Record keeping.</i> The following fire department dues entitlement records shall be generated and maintained by each fire department:</p> <p>(2) Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the <i>chief incident commander</i>, responding from that department.</p> <p>(3) Number and duration of, and attendance at, fire department meetings, if the fire department is a volunteer fire department. For the purposes of this requirement, a volunteer fire department does not have any member who is paid for 36 hours or more of work, on a weekly basis.</p>	<p><b>314.01 Administration.</b></p> <p>(13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1:</p> <p>(d) <i>Record keeping.</i> The following fire department dues entitlement records shall be generated and maintained by each fire department:</p> <p>(2) Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the incident commander, responding from that department.</p> <p>(3) Number and duration of, and attendance at, fire department meetings, if the fire department is a volunteer fire department. For the purposes of this requirement, a volunteer fire department does not have any member who is paid for 36 hours or more of work, on a weekly basis.</p>	

4a	SPS 314.01 (13) (d) 2.	<p><b>314.01(13)(d)2.</b> Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the <del>chief</del> <ins>incident commander</ins>, responding from that department.</p>	<p><b>314.01(13)(d)2.</b> Time, date, location, and number of firefighters responding, excluding the chief, for each first alarm for a building. For any of these responses that are in combination with another fire department under a mutual aid agreement, the record under this paragraph shall include the name of that department and the number of firefighters, excluding the incident commander, responding from that department.</p>	<p>This change removes "fire chief" in favor of "incident commander" because while a chief may not respond to a particular call an incident commander always will.</p> <p>Discussion and consideration: Should "first alarm" as used in this section be made more clear?</p> <p><b>Presented by:</b> April Hammond</p>
4b	SPS 314.01 (13) (d) 3.	<p><b>314.01(13)(d)3.</b> Number and duration of, and attendance at, fire department meetings, if the fire department is a volunteer fire department. For the purposes of this requirement, a volunteer fire department does not have any member who is paid for 36 hours or more of work, on a weekly basis.</p>		<p>Discussion and consideration: should "member" be changed to something else to improve clarity on what makes a department volunteer or non-volunteer?</p> <p><b>Presented by:</b> April Hammond</p>
5	314.01 (14) (c) 3.	<p><b>314.01 Administration.</b>            (14) Fire department dues. These are department rules in addition to the requirements in NFPA 1 chapter 1:            ...            (c) Self-certification.            ...            3. The chief of the fire department that provided the fire protection and fire prevention services and the clerk of the municipality shall each provide the input required by this paragraph, as to whether or not the municipality is in substantial compliance with state regulations regarding the fire department dues entitlement program. In first class cities <ins>where the department has appointed the building inspector as its deputy</ins>, the commissioner of the building inspection department shall also submit the self-certification input</p>	<p><b>314.01 Administration.</b>            (14) Fire department dues. These are department rules in addition to the requirements in NFPA 1 chapter 1:            ...            (c) Self-certification.            ...            3. The chief of the fire department that provided the fire protection and fire prevention services and the clerk of the municipality shall each provide the input required by this paragraph, as to whether or not the municipality is in substantial compliance with state regulations regarding the fire department dues entitlement program. In first class cities where the department has appointed the building inspector as its deputy, the commissioner of the building inspection department shall also submit the self-certification input</p>	<p>Concern has been expressed that the existing language is unclear because for first-class cities it requires certification by both the fire chief and the commissioner of the building inspection department. This change makes clear that certification by the commissioner of the building inspection department applies only when the commissioner is appointed as the department's deputy pursuant to Wis. Stat. s. 101.14(2)(a).</p> <p><b>Presented by:</b> April Hammond</p>