



VIRTUAL/TELECONFERENCE
FIRE PREVENTION CODE ADVISORY COMMITTEE
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
May 6, 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 February 18, 2026 (3-4)**
- 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. 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 (5-7)**
 - 1. Proposed Updates to SPS 314
 - 2. Pending or Possible Rulemaking Projects
- G. Public Comments**

ADJOURNMENT

NEXT MEETING: JULY 22, 2026

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
FEBRUARY 18, 2026**

PRESENT: Shoua Bauer, Michael Fehrenbach, April Hammond (*arrived at 9:33 a.m.*), Amanda Hornung, Steven Howard, Jason Roberts, Edwin Ruckriegel, Daniel Schmocker

ABSENT: Brian Bending, Craig Olson

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 9:31 a.m. A quorum of six seven(7) members was confirmed.

ADOPTION OF AGENDA

MOTION: Steven Howard moved, seconded by Daniel Schmocker, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 15, 2025

MOTION: Jason Roberts moved, seconded by Shoua Bauer, to approve the minutes of December 15, 2025 as published. Motion carried unanimously.

April Hammond arrived at 9:33 a.m.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: Jason Roberts nominated the 2025 slate of officers to continue in 2026. All officers accepted their nominations.

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

The Slate of Officers was elected by unanimous voice vote.

ELECTION RESULTS

Chairperson	Edwin Ruckreigel
Vice Chairperson	Daniel Schmocker
Secretary	Michael Fehrenbach

ADMINISTRATIVE RULE MATTERS

Proposed Updates to SPS 314

MOTION: Steven Howard moved, seconded by Jason Roberts, to approve item numbers
1a on SPS 314.001 (1) (a)
1b on SPS 314.001 (1) (a) (Note)
2a on SPS 314.01 (11)
5 on 314.01 (14) (c) 3.
as presented in the February 18, 2026 meeting agenda materials. Motion carried unanimously.

MOTION: Steven Howard moved, seconded by Jason Roberts, to table item numbers
2b on SPS 314.01 (11) (a) 1.
3 on SPS 314.01 (13) (c) 5.
4a on SPS 314.01 (13) (d) 2.
4b on SPS 314.01 (13) (d) 3.
as presented in the February 18, 2026 meeting agenda materials for further discussion at future meetings. Motion carried unanimously.

ADJOURNMENT

MOTION: Daniel Schmocker moved, seconded by Amanda Hornung, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:31 a.m.

**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: 4/30/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																					
3) Name of Board, Committee, Council, Sections: Fire Prevention Code Advisory Committee																							
4) Meeting Date: 5/6/26	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. 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? <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: -Code items spreadsheet																							
<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; text-align: center;">Authorization</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Jake Pelegrin</i></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: right;">4/30/26</td> </tr> <tr> <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;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <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;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <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;"></td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				11)	Authorization			<i>Jake Pelegrin</i>			4/30/26	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
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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.																							

May 2026 FIRE PREVENTION CODE ADVISORY COMMITTEE
SPS 314

ITEM NO.	CODE/RULE PROVISION	EXISTING LANGUAGE AND PROPOSED CHANGES TO SPS	PROPOSED CODE LANGUAGE	COMMENTS & STATUS
Tabled Items				
2b		<p>Tabled 2/2026</p> <p>314.01(11)(a)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).</p> <p>New Proposed 5/2026</p> <p>314.01(11)(a)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 responses.</p>	<p>Tabled 2/2026</p> <p>314.01(11)(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> <p>New Proposed 5/2026</p> <p>314.01(11)(a)1. All departments shall comply with the record keeping requirements of NFPA 1 section 1.12.4 for all responses.</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>May 2026 Meeting Notes:</p> <p>Simplified to require compliance with NFPA record keeping requirements and removed submission requirements as they are already included in the existing SPS 314.01(11)(a)2.</p> <p>Presented by: April Hammond</p>
3	SPS 314.01 (13) (c) 5.	<p>Tabled 2/2026</p> <p>314.01 Administration.</p> <p>...</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>...</p> <p>(c) Public fire education services. 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>...</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, <u>social media</u>, and billboards with fire safety messages.</p> <p>New Proposed 5/2026</p> <p>Unchanged, however a new 314.01(13)(c)11. has been proposed below in response to the discussion relating to "community risk reduction" programs in the February meeting.</p>	<p>314.01 Administration.</p> <p>...</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>...</p> <p>(c) Public fire education services. 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>...</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>May 2026 meeting notes:</p> <p>The proposed update to SPS 314.01(13)(c)5. is unchanged, however a new 314.01(13)(c)11. has been proposed below in response to the discussion relating to "community risk reduction" programs in the February meeting.</p> <p>Presented by: April Hammond</p>
4a	SPS 314.01 (13) (d) 2.	<p>Tabled 2/2026</p> <p>314.01(13)(d)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 chief incident commander, responding from that department.</p> <p>New Proposed 5/2026</p> <p>314.01(13)(d)2. Time, date, location, and number of firefighters responding—excluding the chief for each first alarm for a building <u>and the identity of the incident commander</u>. 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 chief, responding from that department <u>and the identity and department of the incident commander</u>.</p>	<p>Tabled 2/2026</p> <p>314.01(13)(d)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 chief incident commander, responding from that department.</p> <p>New Proposed 5/2026</p> <p>314.01(13)(d)2. Time, date, location, and number of firefighters responding for each first alarm for a building and the identity of the incident commander. 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 responding from that department and the identity and department of the incident commander.</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>May 2026 meeting notes:</p> <p>The proposed language was updated to better align with the actual data needed to determine compliance with Wis. Stat. s. 101.575(3)(a)2. Reference to "first alarm" was retained to align with statutory language.</p> <p>Presented by: April Hammond</p>
4b	SPS 314.01 (13) (d) 3.	<p>Tabled 2/2026</p> <p>314.01(13)(d)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>New Proposed 5/2026</p> <p>314.01(13)(d)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 <u>is a department that does not have any member who is paid for 36 hours or more of work, on a weekly basis sufficient personnel ready for service at all times.</u></p>	<p>Tabled 2/2026</p> <p>N/A</p> <p>New Proposed 5/2026</p> <p>314.01(13)(d)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 is a department that does not have sufficient personnel ready for service at all times.</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>May 2026 Meeting Notes:</p> <p>The tabled item was updated to parallel the statutory language that triggers the need for fire department meetings.</p> <p>Presented by: April Hammond</p>

New Items May 2026

<p>6</p>	<p>SPS 314.01(13)11.</p>	<p>314.01 Administration. ... (13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1: ... (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: ... <u>11. Community Risk Reduction. Fire departments conduct or participate in fire related community risk reduction efforts to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact.</u></p>	<p>314.01 Administration. ... (13) FIRE CHIEF AND FIRE DEPARTMENT DUTIES. These are department rules in addition to the requirements in NFPA 1 chapter 1: ... (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: ... 11. Community Risk Reduction. Fire departments conduct or participate in fire related community risk reduction efforts to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact.</p>	<p>May 2026 Meeting Notes: Addition of specifically fire related elements of community risk reduction programs to the list of public fire education-related activities included under s. 314.01(13)(c). Presented by: April Hammond</p>
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