Village of Menomonee Falls, Wisconsin

GENERAL GOVERNMENT COMMITTEE

MINUTES

Monday, November 3, 2025

Present:	Chairman Paul Tadda; Trustee Brad Jubber; Village President Jeremy Walz
Absent:	Trustee Ann Lessila
Staff Present:	Deputy Village Clerk Jack Busscher; Village Manager Mark Fitzgerald; Asst. Village Manager/Director of Community Development & Engineering Tom Hoffman; Fire Chief Joseph Pulvermacher; Village Attorney Adam Koenings; Trustee Matthew Hayes; Trustee Katie Kress

Consideration of an Ordinance Amending Section 46-76 of the Municipal Code of the Village of Menomonee Falls Relating to Fire Inspection Reporting Requirements.

Motion by Trustee Brad Jubber, second by Chairman Paul Tadda to recommend to the Village Board the approval of an Ordinance Section 46-76 of the Municipal Code of the Village of Menomonee Falls Relating to Fire Inspection Reporting Requirements.

Vote: 2 - 0 Motion Carried

ADJOURNMENT

Motion by Trustee Brad Jubber, second by Chairman Paul Tadda to adjourn

Vote: 2 - 0 Motion Carried

General Goverment Committee adjourned at 6:33 pm.

Minutes submitted by Trustee Paul Tadda
Minutes transcribed by Deputy Village Clerk Jack Busscher

General Government Committee **1.**

Meeting Date: 11/03/2025

Topic: Ordinance Creating 46-81 of Municipal Code

From: Joe Pulvermacher, Fire Chief

Department: Legal

Date of Committee Action (if required): 11/03/2025

Date of Village Board Action (if required): 11/03/2025

Information

Subject:

Approval of an Ordinance Creating Section 46-81 of the Municipal Code of the Village of Menomonee Falls Relating to Fire Inspection Reporting Requirements.

Background Information:

The Fire Department wants to take advantage of third party services for verification of inspection and maintenance records. These services also include inspection of back-flow prevention and hood and duct systems. Requiring private inspectors of non-residential property owners to submit inspection reports through a centralized third party will allow the Fire Department to provide the community with an increased level of fire prevention, inspection and education services. The draft ordinance creates a new Section 46-81 of the Fire Prevention Code to authorize the Fire Chief to require that inspection reports be submitted to web-based inspection reporting program selected by the Fire Chief. If the ordinance is approved by the Board of Trustees, the Fire Chief would contract with a software as a service provider and communicate the new reporting requirements to the community. The Fire Chief will be available to answer any questions at the General Government Committee meeting.

Key Issues for Consideration:

Action By Committee or Village Board:

Attachments

Village of Menomonee Falls Ordinance No. ____-O-25

AN ORDINANCE CREATING SECTION 46-81 OF THE MUNICIPAL CODE OF THE VILLAGE OF MENOMONEE FALLS RELATING TO FIRE INSPECTION REPORTING REQUIREMENTS

WHEREAS, Chapter SPS 314 of the Wisconsin Administrative Code requires periodic inspection and testing of fire protections systems and the Menomonee Falls Fire Department enforces compliance with those requirements pursuant to Chapter 46 of the Municipal Code, and;

WHEREAS, it is deemed to be in the best interest of the Village of Menomonee Falls that the Municipal Code of the Village of Menomonee Falls be further modified and amended in the manner hereinafter more particularly set forth;

NOW, THEREFORE, the Board of Trustees of the Village of Menomonee Falls do hereby ordain as follows:

Section 1. Section 46-81 [Inspection Reporting] of Division 2 [Administration and Enforcement] of Article III [Fire Prevention Code] of Chapter 46 [Fire Prevention and Protection] of the Municipal Code is hereby created to read as follows:

(a) *Reporting*. It shall be the responsibility of both the property owner and any person or firm providing or conducting tests or inspections on life safety or fire protection systems pursuant to Chapter SPS 314 of the Wisconsin Administrative Code to submit a copy of any such inspection report within thirty days of the inspection to the bureau of fire prevention chief.

(b) *Inspection requirements*. All inspection reports must document:

(1) the individual and company performing the inspection, testing, maintenance, repair or replacement;

(2) a description of the inspection, testing, maintenance, repair or replacement;

(3) when and where the inspection, testing, maintenance, repair or replacement took place, and

(4) the results of the inspection, testing, maintenance, repair or replacement.

(c) *Web-based reporting*. The fire chief may require providers of inspections on life safety and fire protection system to submit inspection reports to a web-based inspection reporting program. At the discretion of the fire chief, web-based reporting may be required for all reports on inspections, testing maintenance, repair, or replacement of any and all life safety or fire protection systems, including, but not limited to, fire sprinkler systems, stand-pipe systems, fire alarms, smoke detection, monitoring systems, fire

extinguishing hood systems, private hydrants, private water main systems, fire extinguishers, and other extinguishing systems.

(d) Rejection of reports. Any reports required by this section that were not performed by a properly certified inspector, as required by Chapter SPS 314 of the Wisconsin Administrative Code, or otherwise do not comply with any provisions of this section may be rejected.

Section 2. Except as specifically modified and amended by this ordinance, the Municipal Code of the Village of Menomonee Falls shall remain in force and effect exactly as originally adopted and previously amended. All ordinances or parts of ordinances inconsistent with or in contravention of the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall take effect and be in full force from and after its passage and publication.

Section 4. SEVERABILITY. If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this ordinance shall not be affected thereby.

By: _____
Jeremy Walz, Village President

Date Published/Posted:

Attest: _____
Amy Dishinger, Village Clerk

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