



Illinois Fire Service Administrative Professionals



March 2018

IFSAP Newsletter

www.ifsap.org



A Word from the IFSAP President, Robin Dubiel:

10th Annual Awards Luncheon and Graduation

The 10th Annual Awards Luncheon and Graduation was a huge success. Ten graduates of the ESP Program along with the program instructors were honored. We presented 40 members with milestone membership anniversary pins and gifts. These members had a combined total of 495 years of service and experience! Two members received the 30 years of service - Dawn Andrlik of Palatine Rural FPD & Rutland-Dundee FPD, and Betty Olisar of Northwest Homer FPD. Kathleen Olson of Rockford FD was recognized for 35 years of service. Congratulations to everyone that received their milestone pins and awards.

The success of the luncheon was due to the hard work and dedication of the Awards Luncheon Committee; Lisa Berger, Christine Calich, Britta Eggebrecht, Sue Huiner, Colleen Kolber, Stacy Kujat, Kim Mueller, Michelle Nabor and Sharon Szynalski.

The highlight of my career and memory I will carry with me the most is being named the 2017 IFCA Administrative Professional of the Year. I feel very honored, blessed and I have a grateful heart to be part of IFSAP and the fire service.

2018 Annual Conference

With spring just around the corner, the Board is preparing for the 2018 Annual Conference in Galena. I believe the Board has set up a fantastic conference with outstanding speakers and have thrown in a little fun as well. Expect to be inspired and motivated by some outstanding speakers.

- Rita Emmett is going to give us her presentation on how to rid our lives of clutter; I suspect she will bring her humorous stories, laughter and fun to our conference.
- We have a video presentation from Michael Bazzell. Michael was a presenter at a previous IFSAP conference and there were many requests on the 2017 conference survey for him to return – you spoke; we listened. Although Michael's schedule did not allow him to be at this year's conference he was able to give us his materials in a video presentation.
- Colonel (Ret.) Jill Morgenthaler will be ending our session with an energetic, entertaining and highly educational presentation titled Powerful Presence. The Colonel is a global keynote speaker who has empowered people around the world with her leadership experience. A quote from her website, "Attendees will walk away knowing how to advance themselves and how to show the world they are ready to lead."

This last year has been a busy year for IFSAP. The Board has put together educational programs, conferences, and volunteered to serve tirelessly to meet the needs of the membership.

A Word from the IFSAP President – Continued

It is hard to believe that my term as President of IFSAP will be coming to an end. I never imagined I would have the opportunities, support and friendships I have when I joined IFSAP and while serving on the Board. I am honored to serve IFSAP and the fire service.

I will leave my position as President at the end of my term with confidence knowing that the new Board will continue to offer fantastic educational programs, support, inspiration and the help needed in your fire service careers. I will not be leaving IFSAP, just stepping behind the scenes.

I want to thank all of you that have volunteered to work with the current Board, or that have volunteered to be on a committee. We have accomplished a lot during this past year and I continue to be amazed at the Board and how much they are willing to give of themselves to continue to make IFSAP a dynamic organization. A special thank you to Vice President Janice Gumprecht, Treasurer Sharon Szynalski, Secretary Kristin Wexell and Directors Lisa Berger, Brendaliz Del Valle, Britta Eggebrecht, Laura Haiden, Stacy Kujat, Courtney Michaels, Marilynn Russell, Executive Director Michelle Nabor and Immediate Past President Jacque McLaughlin

Sincerely,

Robin Dubiel

IFSAP President
Hanover Park Fire Department

CONSIDERATION

E-BLAST RENOVATION

As most of us already know the IFSAP e-blast is a valuable tool for asking questions and/or collecting information and comparables from other Fire Districts/Departments. This tool is used frequently, to assist in providing supporting documentation for a change needed within our Department, or to find out what protocol is used for documenting or reporting purposes. We notice these e-blasts in our inbox almost daily. Please, if you have time, read the messages when you receive them. Many times we can help our IFSAP members, by taking a quick moment to read and respond to these emails. The Board has recognized that some e-blast questions/requests are duplicated. This is because someone may have not realized that the same questions was recently blasted out at the request of another IFSAP Member. Moving forward the e-blast questions will be posted on the ifsap.org website, with the corresponding e-mail address of the person who asked and collected the responses. We encourage you to look there before submitting an e-blast, if you feel someone may have recently asked about the same topic.

Respectfully submitted by:

Kristin Wexell

IFSAP Board Secretary

Braidwood Fire Protection District

CONSIDERATION - Continued

IFSAP MIST

What is a MIST? A MABAS Incident Support Team is a local type Incident Management Team – a team of trained individuals designed to respond locally to assist command personnel with a large-scale, longer-term incident that would otherwise greatly exhaust their capabilities.



It seems in a galaxy far, far away, we started working with then-MABAS CEO Jay Reardon to find a way administrative assistants could lend a hand outside of our office walls. We came up with a MABAS Incident Support Team (“MIST”) committee, gathered information, and proposed a response plan wherein IFSAP members with the proper credentials and appropriate authorization could serve in various positions at a command post such as Public Information Officer, Logistics, or Planning. We got as far as collecting applications and putting together box cards listing about a dozen committed IFSAP responders available across the state.

Notably, Division 24 participated during an annual exercise conducted in August of 2010 as part of the Fire-Rescue International Conference, Chicago. At that time, the International Association of Fire Chiefs, under a performance contract with the Department of Homeland Security, asked if MABAS-IL would validate the statewide Mutual Aid Plan through a mobilization and deployment exercise. We proudly helped MABAS rise to the task! A new national benchmark was set – within 90 minutes of activation, 33 task forces composed of fire-ems equipment and 924 firefighters simultaneously deployed to three separate staging sites in the metro Chicago area. Illinois MABAS was supported with an interstate response of task forces from Indiana and Wisconsin. I’ll never forget that day, Claudette Flowers (Tinley Park) and I using state-of-the-art equipment, checking in emergency personnel, then watching in amazement as fire vehicle after fire vehicle systematically assembled perfectly before our eyes, all of us pensively awaiting the outcome knowing the event was being televised live at FRI. Talk about happy to see that all work out!!! It was truly a great feeling to be part of that success!

Unfortunately, the MIST initiative lost steam over the years with so many other funding priorities in the emergency response world. Additionally, and perhaps fortunately, significant-sized events requiring a MIST seemed to be on the decline – like TRT (Technical Rescue Team) – you need a team but incidents where they are needed may be few and far between. Although MIST fell along the wayside, challenges will present themselves, like the flooding we’ve seen recently, and the initiative is on the radar “one more time”. If the MIST initiative stays hot in 2018, IFSAP members who are interested in an opportunity to “take the show on the road” just might get that chance! Keep your ears open because your Board is always watching for ways IFSAP can make a difference!!

Respectfully submitted by:
Lisa Alfaro
Oak Forest Fire Department

RECOGNITION AND PARTICIPATION

CONGRATULATIONS!

ROBIN DUBIEL, HANOVER PARK FIRE DEPARTMENT
2017 IFCA ADMINISTRATIVE PROFESSIONAL OF THE YEAR

Robin Dubiel has been an employee of the Village of Hanover Park, first for Public Works in 1999 as an Administrative Assistant and later as Administrative Assistant to the Mayor and Village Manager. Eleven (11) years ago, Robin Dubiel was transferred to the Fire Department where she is the Chief's Executive Assistant. Her responsibilities include working with Division Heads of operations, training, EMS, and fire prevention and with departments of Human Resources and Public Works. She manages the publication of the Village's Comprehensive Strategic Plan. Robin is dedicated to improving herself and has participated in extensive hands on trainings and attended many classes within her department, IFSI and at the National Fire Academy.



Described as a compassionate, persistent, and reliable individual as the cornerstones of her personality. She has served on the IFSAP Board as Director since 2013, then as Vice President, and currently, President. She completed the Executive Support Program in 2009 and has since been an Instructor in the program. She has attained her certification from the OSFM Robin and has worked with several individuals over the years to assist them in obtaining theirs. Alongside of several other IFSAP Members, she volunteers at "Camp I Am Me". Robin provides her assistance, encouragement and positivity to IFSAP organization, and leads the Board by example with professionalism and poise. Those that know her can attest that she is an inspiration to those around her. During Robin's term as the IFSAP President, the IFSAP Board has coordinated not one, but two Conferences with a phenomenal line up of educational and motivational speakers.

I would be remiss if I did not reveal the strength in which she draws from and in which her moral compass is built upon. Robin's faith and involvement with her church has driven and ignited her willingness to serve within her church, community and in her professional life with great dedication. Robin's contributes in her church by serving as a greeter and wherever else needed. She has also volunteered for the Global Leadership Summit for seven years in row. This Summit has over 150,000 attendee's worldwide and is telecasted live from South Barrington, IL. She and her family even hosted a family from Thailand at their home for dinner to better understand challenges they face in their country. Robin witnesses to others by example, living her life conscientiously with integrity and kindness, purpose and thankfulness.

Other areas of need that Robin has contributed to are, serving as a blind music teacher's aide for 7th & 8th grade classes and also mentoring young women in junior high by discussing various topics related to issues they face. Mrs. Dubiel currently finds time to donate handmade greeting cards to assisted living facilities in the area, which are given to residents or for residents to give to each other – this is one of her many random acts of kindness.

RECOGNITION AND PARTICIPATION - Continued

Mrs. Robin Dubiel's department awards include the Chiefs Commendation Ribbon, Employee of the Year. One letter stated, *"Her work is of such quality that I rarely make changes and often simply sign the documents and move on to my next task. It's often times that her final touches that make my work useful for the greater fire service"*. Another letter stated, *"She continually strives to improve herself as an individual and as a professional. Her faith and belief system has an enduring strength that is admired"* and a final comment was *"I have found her to be trusting, knowledgeable, and most of all a great friend. She is a very devoted person in the fire service, her personal life, and within her community"*.

Respectfully submitted by:

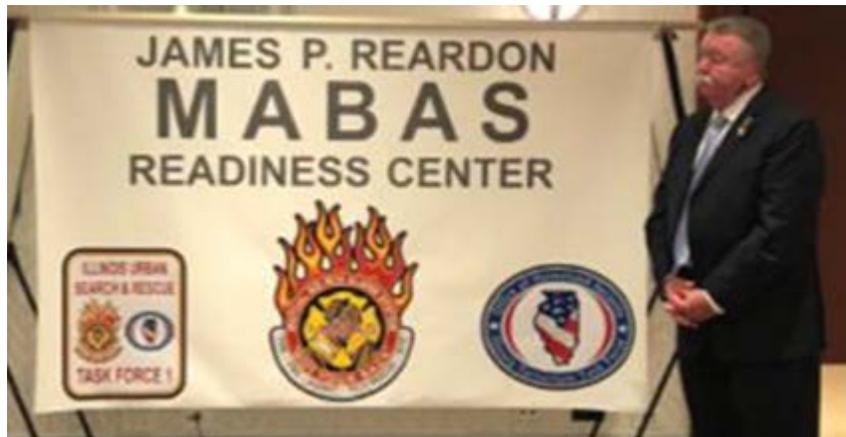
Kristin Wexell

IFSAP Board Secretary

Braidwood Fire Protection District

RETIREMENT OF CHIEF JAY REARDON

On January 6, Courtney Michaels (Barrington), Bev Kinowski (Niles), Rosalinda Kucharski (Gurnee) and I represented IFSAP at Jay Reardon's Retirement Party. We presented Jay with a Certificate of Appreciation for his dedication to MABAS and support of our organization. In 2002, Chief Reardon reached out to IFSAP about being more



involved in MABAS incidents. He appreciated and realized that the organizational skills of the members of IFSAP would be an asset to fire departments during major MABAS incidents. His plan was for Administrative Professionals to be at the Command Center for major incidents to handle the chore of keeping track of all expenses. He has always acknowledged the impact Administrative Professionals have on their organization. In retirement, Chief Reardon intends on spending some time in Florida.

While attending this event, we were also able to introduce ourselves to the new MABAS Director, Glen Erickson. Glen was glad to hear that IFSAP is excited about continuing our relationship with MABAS and we are willing to help whenever and wherever IFSAP is needed. We also met with some of the other MABAS Directors and took that opportunity to express our enthusiasm in participating in upcoming MABAS drills.

Respectfully submitted by:

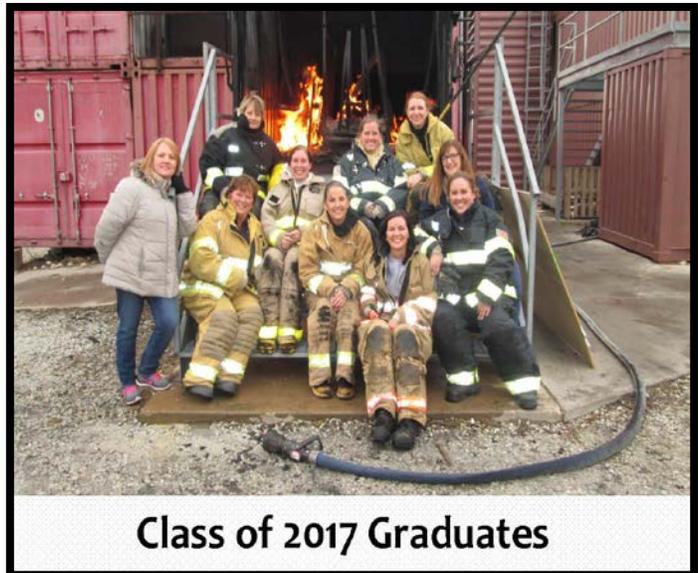
Michelle Nabor

Executive Director

EDUCATION

IFSAP ESP Class of 2017

We had 11 participants enrolled in the course and 10 completed the program in 2017! Participants came from as far North as Barrington Fire Department, our most Eastern Department was Broadview Fire Department, farthest West was Rockford Fire Department and they also traveled from as far South as Peoria Fire Department and Bourbonnais Fire Protection District. These ladies traveled far and worked hard during the entire program. Learning through classroom and hands-on instruction each step of the way, the fourteen week course was just part one toward the completion of the Fire Service Executive Support Certification through the IL OSFM. Participants are also required to complete and submit their Certification Workbook Document for review and approval.



Class content included Fire Service Orientation, Technical Communications, Group Dynamics and Fire Behavior, just to name a few. Refresher courses were also opened up to those who have completed the program in the past and just want to take one or two of the classes individually (Fire Service Laws & Statutes are the most common classes taken).

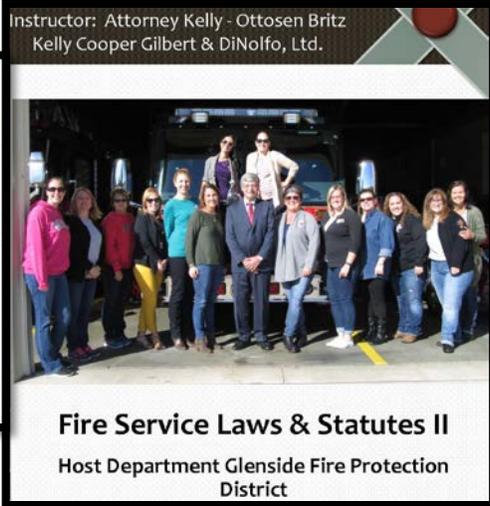
Instructor: Fire Chief Pat Kenny
& Ret. Chief Jim Grady

Group Dynamics

Hosted by Pleasantview Fire
Protection District

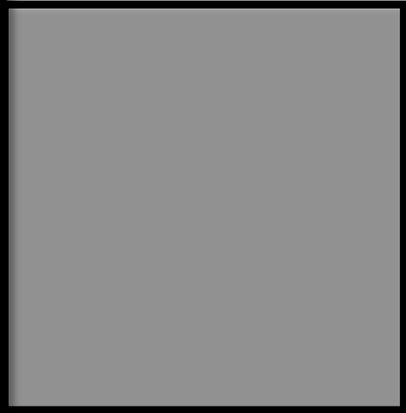


Bleeding Control Course



Instructor: Attorney Kelly - Ottosen Britz
Kelly Cooper Gilbert & DiNolfo, Ltd.

Fire Service Laws & Statutes II
Host Department Glenside Fire Protection District



A big “Thank You” to the instructors who participated and provided the weekly training. They are invaluable to the program’s success and continue to provide experience and knowledgeable information. Thank you once again to the following instructors (in order by class):

- Deputy Chief Scott Spinazola, Downers Grove FD
- Fire Chief Tom Styczynski, Alsip FD
- Public Information Officer Marsha Giesler, Downers Grove FD
- Ret. Fire Chief Jim Grady, Ret. From Frankfort FPD, now IFCA
- Fire Chief Pat Kenny, Western Springs FPD
- Firefighter/Paramedic Mark S. Duke, Orland FD
- Retired Fire Chief Bob Buhs, Retired from Orland RD, now IPRF
- Attorney John Kelly and Shawn Flaherty, OBKCGD
- Director Chris Lienhardt, RED Center
- Fire Chief Bob Wilson, Frankfort FPD

In addition, a shout out to the IFSAP ESP Program Committee members for their time and effort to ensure the program was organized and coordinated for each week’s class. Thank you to Britta Eggebrecht, South Elgin FPD and Marilynn Russell, Riverdale Fire & Rescue. The Executive Support Personnel Program overall received an “A” rating from the students with comments such as:



- “I especially liked the hands on portions of the classes...they “were the most interesting and challenging.”
- “...the relationships formed with my classmates are priceless. I will be more apt to network more because of this...”
- “The instructors were great, lots of useful information and the hands on classes were my favorite.”

Mark your calendars now and start conversations with your Chiefs on attending the next program scheduled for September through November of 2019. We look forward to the graduating class of 2019...any questions, concerns can be sent to lhaiden@glensidefire.org.

Congratulations Class of 2017!



Front Row: Melissa Buhl and Courtney Michaels
2nd Row Back: Sherry Doran and Jennifer Warmoth
3rd Row Back: Merry Morris and Kristine Murphy
4th Row Back: Jennifer Westfall, Marisa Schreiber and Lisa Sotakoun
Not Pictured: Anita Cardenas

Respectfully Submitted By:
Laura Haiden
IFSAP Director/ESP Program Director for the ESP Program Committee
Glenside Fire Protection District

INFORMATION

2018 IFSAP Annual Conference

Wednesday through Friday, April 18 - 20, 2018

Eagle Ridge Resort

384 Territory Drive, Galena, Illinois 61036

Registration deadline is March 9, 2018

Remember to keep checking our web site www.ifsap.org for updates.