

*Illinois Fire Service Administrative Professionals
Annual Conference
April 21 - 24, 2010*



"The Journey from IFCSA to IFSAP"

*PLEASE JOIN US
AS WE CELEBRATE*

Our 30th "Pearl Anniversary"



Found deep beneath the sea, hidden within an unbecoming shell, the pearl is a symbol of hidden beauty, purity and depths of emotion and understanding. Holding the ambiguous stature of being the only gems that are not stones, pearls have always held an ethereal quality, sometimes even being described as "alive" and able to change color, temperature and mood.

The Irish Cottage Boutique Hotel
Galena, Illinois

The Irish Cottage Boutique Hotel is conveniently located at 9853 US Hwy 20 in Galena, IL.

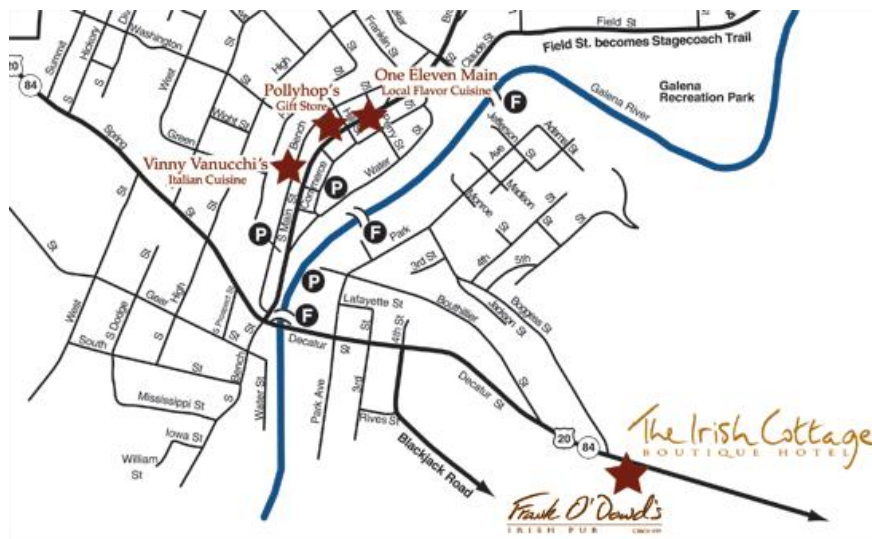
The toll free number to call is (866) 284-7474.

www.theirishcottageboutiquehotel.com

GENERAL INFORMATION

- **Who Should Attend** Fire service support personnel dedicated to their career, hungry for knowledge and striving to keep up with current trends and issues.
- **Why You Should Attend** The Illinois Fire Service Administrative Professional's mission is to provide an educational channel for administrative support personnel, and to strive to obtain information so that we may equip ourselves to serve our departments with even greater skills and knowledge. **Learn about our organization's 30 year history.** This 2-day event will feature relevant topics presented by informative speakers and will offer attendees a unique opportunity to network and exchange information with colleagues from around the state, in an effort to meet our purpose.
- **Cost** The 'Full Conference Package' includes all Thursday and Friday sessions, all meals and lodging. Option A has three evenings of lodging (Wednesday, Thursday and Friday nights); Option B includes two evenings of lodging (Wednesday and Thursday nights).
 - Also available are one-day sessions, which include continental breakfast and lunch.
 - Scholarships are available for this conference.
- **Sleeping Arrangements** Accommodations are based upon double occupancy. If you would like to share a room with a specific person, please indicate this on your registration form. If you prefer single occupancy accommodations, there is an additional fee as noted on the registration form.
- Room assignments are random.
- **Dress: Casual attire for sessions, Business or Semi Formal for Thursday evening's dinner.**
- **Early Arrival** Check in on Wednesday, April 21, 2010, after 3 p.m.
- **Weds Night Weary Travelers: "Go Back to the 80's" in the Frank O'Dowd's Pub & Grill 7:30-10pm**
 - Light appetizers will be provided
 - Trivia Contest "Test your 80's knowledge" – prize will be awarded

**** Again this year if you wish to stay Sat Night the Special regular room Rate is \$119, please check this box on the registration form along with your conference package selection include payment to IFSAP.**



HISTORIC GALENA AREA ATTRACTIONS

<http://www.cityofgalena.com/>

<http://gcwinery.readyhosting.com/index.asp>

http://www.10best.com/Galena/Restaurants/Best_Restaurants/index.html

CONFERENCE SCHEDULE

Thursday, April 22, 2010

Free Continental Breakfast served in the Pub starting at 7:00 a.m.

- 8:00 a.m. to 8:30 a.m. Registration
- 8:30 a.m. to 9:30 a.m. Welcome and IFSAP History –
The Journey from Illinois Fire Chiefs Secretaries Association to the Illinois Fire
Service Administrative Professionals – Darla Callanan, Kathy Adams and IFSAP
Members
Illinois Fire Safety Alliance - "CAMP I AM ME" - Kathy Haage

BREAK

- 9:45 a.m. to 11:45 a.m. Team Building – Deputy Chief Charley Sopko & Lieutenant Tim Moss,
Oak Forest Fire Department

- 11:45 a.m. to 12:45 p.m. Lunch Provided

- 12:50 p.m. to 1:45 p.m. Financial Fitness – Joel Babbitt & Doug Aller, IPPFA

BREAK

- 2:00 p.m. to 2:30 p.m. MAST/IMT Team Requirements & Training – Chief Reardon & Committee,
Mutual Aid Box Alarm System

- 2:30 p.m. to 3:45 p.m. Public Information Officer; What You Need to Know – Joelyn Kott,
Village of Lombard

- 3:45 p.m. to 4:00 p.m. Annual Meeting

- 6:00 p.m. to 6:45 p.m. Cocktail Reception – Blarney Room

- 6:45 p.m. to 7:00 p.m. Swearing In Ceremony 2010/2011 Board of Directors

- 7:00 p.m. to 11:00 p.m. Semi Formal Dinner with DJ Entertainment (8-11 pm) – Blarney Room

Friday, April 23, 2010

Free Continental Breakfast served in the Pub starting at 7:00 a.m.

We are proud to bring you:

Keynote Speaker Rhonda Scharf – On the Right Track Training & Consulting

- 8:30 a.m. to 11:30 a.m. How to Get Things Done When You're Not In Charge!

- 11:35 p.m. to 12:25 p.m. Lunch Provided

- 12:30 p.m. to 3:30 p.m. Dealing with Difficult People / Confrontation Skills

CONFERENCE CONCLUDES

Friday night dinner on your own

IFSAP CONFERENCE 2010 SCHOLARSHIP APPLICATION

If you are interested in receiving a scholarship to attend this conference, please complete this application and submit by March 1, 2010.

Scholarships will be awarded for this year's two-day conference being held April 21 – 24, 2010 at the Irish Cottage Hotel in Galena, IL. The scholarship will cover conference registration, 2 nights lodging double occupancy and meals. To be considered, the following criteria must be met:

1. You are a current member in good standing of IFSAP.
2. Your agency can not provide financial assistance for your attendance.

Name:	
Agency:	
Address:	
City, Zip	
Phone Number:	
E-mail:	

In addition, we require confirmation from your Fire Chief that your agency can not provide financial assistance and you will be able to attend the Conference if awarded a scholarship.

Fire Chief Signature

Date

To be considered for a scholarship, please e-mail, fax or mail this completed form to:

Darla Callanan, IFSAP President
Wheeling Fire Department
255 W. Dundee Road
Wheeling, IL 60090
(847) 459-2662
Fax (847) 459-2976

dcallanan@wheelingil.gov

In order to be eligible a completed application must be received by March 1, 2010

ANNUAL CONFERENCE REGISTRATION FORM

NAME: _____
DEPARTMENT: _____
ADDRESS: _____
CITY, ZIP: _____
PHONE: _____ FAX: _____
E-MAIL ADDRESS: _____

\$200.00 Full Conference Package A (three nights) – with meals
\$125.00 Full Conference Package B (two nights – Wed & Thurs night) – with meals
\$25.00 **Thursday Session only**, April 22 - Includes Continental Breakfast and Lunch
\$25.00 **Friday Session only**, April 23 – Includes Continental Breakfast and Lunch
\$119.00 ** Additional Saturday Night Lodging

Above prices are based upon double occupancy. Please specify name of roommate below.
If you prefer single occupancy, there is an additional charge of **\$10 per night.**

ROOMMATE NAME/DEPARTMENT _____

CONFERENCE MEALS:

Thursday Lunch: Cup of Chicken Noodle Soup, French Dip with chips

Friday Lunch: Caesar Salad, 1/2 Chicago Style Turkey Sandwich with fries

**Thursday Dinner: Serving dual entrées of Filet & Chicken
(Includes salad, potato, vegetable & dessert)**

Please Circle if you would prefer the vegetarian selection

***** Vegetarian Option: Pasta Primavera in Marinara Sauce**

Payment Enclosed \$ _____ TOTAL Amount Due

Please E-mail or fax registration to Carla Clark ASAP:

carlaclark@lemontfire.com or FAX @ (630) 257-0845

MAKE CHECKS PAYABLE TO: IFSAP

Mail registration and payment to:

Carla Clark
Lemont Fire Protection District
15900 New Avenue
Lemont, IL 60439
Phone (630) 257-5461

Registration deadline is March 15, 2010

All reservations are final.

No refunds will be allowed.

Higher room rates apply after registration deadline.