

*Illinois Fire Service Administrative Professionals
Annual Conference
April 20 - 21, 2022*



PLEASE JOIN US in CHAMPAIGN, IL

An investment in knowledge always pays the best interest.

~ Author unknown

*Hilton Garden Inn
1501 S. Neil St.,
Champaign, IL 61820
(217) 352-9970*

<https://www.hilton.com/en/hotels/cmichgi-hilton-garden-inn-champaign-urbana/>

A Letter from the IFSAP President

Dear Administrative Professional:

I would like to thank you for considering your attendance to the 2022 IFSAP Conference. Your IFSAP Board is dedicated to the members and our mission goals, to provide “professional growth through education and information sharing of current issues and emerging trends in order to elevate the value of administrative service to those we support.”

As a division of the Illinois Fire Chiefs Association, we have been working closely with the IFCA Board Members to identify the steps needed to recognize our members for the value they continue to bring to the fire service. In doing so, we have discussed the importance of education and fire service knowledge. The board has chosen to hold its annual conference for the first time in Champaign, IL so we could incorporate training and programs provided by the Illinois Fire Service Institute (IFSI) for our organization. We believe the courses and content scheduled will bring valuable, job pertinent education and experience to our members. The specific curriculum at IFSI taking place is being designed specifically for our organization and its members. We are very excited to present this program and its schedule to you in the registration packet enclosed.

The IFSAP organization subsidizes a large portion of the cost of the conference for its members by utilizing the educational funds that are set aside. We understand and recognize some departments are working with challenging budgets and/or may have limited resources for their administrative support staff. Therefore, we want to remind you that IFSAP offers scholarships to attend our conference. If you have concerns or need to discuss the options available for your department, please feel free to reach out to myself or IFSAP’s Vice President, Courtney Michaels.

We encourage you to share this letter and conference packet with your Chief Officer for consideration. This is a very unique opportunity for you and our organization. It will be a memorable one as IFSAP for the first time organizes conference training at the Illinois Fire Service Institute. Thank you for your time and we look forward to seeing you at the conference this year.

Sincerely,

Sharon Szynalski, IFSAP President
sszynalski@villageofalsip.org or (708) 385-6902 ext. 238

Courtney Michaels, IFSAP Vice President
cmichaels@vbg.org or (847) 777-6104

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 Professionals' 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. 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, in an effort to meet our purpose.
- **Cost:** The "Full Conference Package" includes Tuesday (weary traveler), Wednesday and Thursday sessions, all meals and two evenings of lodging (Tuesday and Wednesday nights).
- **Meals:** Daily sessions (Wednesday and Thursday) include breakfast, snack breaks and lunch. Appetizers on Tuesday night and full dinner on Wednesday night with an evening of entertainment.
- **One Day Sessions:** Are available and include breakfast, breaks and lunch.
- **Scholarships:** Are available for this conference – the board will provide as many scholarships as possible.
 - If you are applying for a scholarship, complete your registration form first and send it to Courtney Michaels noting you have applied for a scholarship.
- **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:** Room assignments are random.
- **Dress:** Casual attire.
- **Arrival:** Check in on Tuesday, April 19, 2022 – after 4:00 p.m.
 - Weary Traveler (those arriving after 6:00 p.m.) – Welcome and networking.
- **Departure:** Check out by 12:00 p.m. on Thursday, April 21, 2022.

**** Please note, this year there is no extension of room stays into the weekend! The conference is completed on Thursday.****

Raffle: Tickets are sold from 8 a.m. Wednesday until 11 a.m. on Thursday \$5 each or 5 tickets for \$20. Proceeds support IFSAP educational programs.

IFSAP educational fund subsidizes a substantial portion of the cost of this conference.

CONFERENCE SCHEDULE

Tuesday, April 19 – Legacy Ballroom South

6:00 p.m. to 9:00 p.m. Weary Traveler: Welcome, Ice Breaker & Networking
Light Appetizers provided

Wednesday, April 20 – Training takes place on IFSI Campus

Illini Ballroom: Breakfast buffet served 7:00 a.m. - 8:00 a.m.

7:30 a.m. to 8:15 a.m. Registration

8:30 a.m. to 8:50 a.m. Bus Transport to IFSI

9:00 a.m. to 9:30 a.m. Welcome /Sharon Szynalski-IFSAP President & IFSI Welcome

9:30 a.m. to 12:00 p.m. Sessions:
1-Leadership Development and Decision Making (LDDM) – Morals and Ethics
2-Current Fire Service Research / Your State Training Academy
3-IFSI Campus Tour and
(Final schedule of sessions to be determined)

12:00 p.m. to 1:00 p.m. Lunch

1:00 p.m. to 3:00 p.m. Session topics continued

3:00 p.m. to 3:45 p.m. Annual meeting and installation of the board

4:00 p.m. to 4:20 p.m. Bus Transport back to Hilton

6:30 p.m. to 7:30 p.m. Illini Ballroom – Reception & Dinner

7:30 p.m. to 10:00 p.m. Vegas Themed Entertainment

Thursday, April 21 - Illini Ballroom

Breakfast buffet served 7:30 a.m. - 8:30 a.m.

8:30 a.m. to 10:30 a.m. Real Colors Workshop Program – A Virtual Introduction

10:30 a.m. to 10:45 a.m. Break

10:45 a.m. to 12:00 p.m. Real Colors Workshop Program – A Virtual Introduction

12:00 p.m. to 1:00 p.m. Lunch Buffet

1:00 p.m. to 2:00 p.m. Wrap Up: Certificates & Raffle Prize Drawing

Illinois Fire Service Administrative Professionals

Annual Conference

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SPEAKERS & TOPICS

Wednesday, April 20 – Illinois Fire Service Institute

Sessions to be covered (final schedule to be set in April with confirmation):

Your State Fire Academy

- Welcome to Champaign and IFSI 101/Update
- Presented by Chief Heather Moore, Deputy Director

Fire Service Research

- IFSI Research Staff will provide an overview of the latest fire service research being conducted at IFSI. This overview will provide the facts of many fire service challenges and resources that will help decision makers determine how to best address the safety of their firefighters.
- Your State Training Academy will provide an overview of all the training opportunities and services that exist at IFSI and how to access them.
- Presented by Dr. Farzaneh Masoud, Director of Research

IFSI Training Grounds and Burn Demo

- Comprehensive walking tour of our facility
- Burn demo
- Presented by Chief Tim Walsh, Director of Corporate Relations, Development and Community Engagement

Leadership Development & Decision Making: Morals & Ethics

- This presentation discusses the importance of moral and ethical standards and their influence on the behaviors of fire service organizations and personnel. Students will examine the sources of ethical standards, identify factors that compromise ethical and moral decisions, and be challenged to recognize and respond to ethical arguments and lapses.
- This training incorporates a short presentation with highly interactive Small Group Discussions that will engage each student in real world moral and ethical decisions.

Thursday, April 21 – Hilton Legacy Ballroom South

Real Colors Workshop Program – A Virtual Introduction: A dynamic workshop experience using a personality assessment. Participants learn to communicate more effectively with others, understand human behavior, and identify motivators specific to each temperament.

Real Colors Instruments Analysis is made available for each attendee.

Real Colors Personality Instrument is a leading edge tool that bridges temperament theory and real life applications in a way that is easy to understand, fun to learn and that offers unprecedented levels of retention. Using Real Colors people learn to recognize, accept and value the difference in others while improving understanding, empathy and communication.

For further information or to register for the IFSAP Annual Conference visit our website: www.ifsap.org

**IFSAP DEPARTMENT/DISTRICT MEMBERS
2022 CONFERENCE SCHOLARSHIP APPLICATION**
This application must be received by March 28, 2022

2022 CONFERENCE SCHOLARSHIP: Scholarships awarded will cover the two-day conference: April 20 – 21, 2022 - Each scholarship will cover the full conference package; includes meals & 2 nights (Tuesday & Wednesday) double occupancy Inn lodging.

**** Recipients preferring single occupancy are required to pay an additional \$50 for the 2-night package. All efforts will be made to accommodate your request.**

The Board will award as many scholarships as possible. *In the event an overwhelming number of eligible application submissions are received, recipients will be chosen through a blind draw selection. Send your registration to Courtney.*

The following criteria must be met to be considered for a scholarship:

1. You are a current Active member in good standing of IFSAP. Reciprocal members are not eligible.
2. A written statement from your Chief why financial assistance is needed if your department or district **CANNOT** provide finances for your attendance.

Name: _____

Agency: _____

Address: _____

City, Zip: _____

Phone Number: _____

Email: _____

Additionally, we require confirmation from your Fire Chief that your Department/District **CANNOT** provide financial assistance and if awarded a scholarship you will be able to attend the Conference.

Fire Chief Signature

Date

Please submit your application by e-mail, fax or mail your completed form to:

Courtney Michaels, IFSAP President
Buffalo Grove Fire Department
cmichaels@vbg.org

ANNUAL CONFERENCE REGISTRATION FORM

Registration deadline is **March 28, 2022*** - Payment due April 10, 2022

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

CITY, ZIP: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

T-SHIRT SIZE: Small Medium Large X-Large 2X-Large 3X-Large

\$450.00 Single Occupancy Inn Full Conf. Package (Tuesday & Wednesday Nights – All Meals)

\$375.00 Double Occupancy Inn Full Conf. Package (Tuesday & Wednesday Night – All Meals)

\$175.00 Wednesday Session only, April 21st - Includes Breakfast, Breaks and Lunch

\$345.00 Wednesday & Thursday Sessions only, April 21st – (Wednesday Night – All Meals)

\$100.00 Thursday Session only, April 22nd - Includes Breakfast, Break and Lunch

For Double Occupancy, please specify name of roommate below.

ROOMMATE NAME/DEPARTMENT _____

\$_____ TOTAL Amount Due

Payment enclosed via check I would like to pay with credit card

Payment was made previously and is on file with IFSAP

I have applied for a scholarship

Registration Options:

E-mail your registration form to Courtney Michaels (or register on-line) to reserve your spot prior to payment cmichaels@vbg.org

MAKE CHECKS PAYABLE TO: IFSAP

Email a copy of your registration form or your online confirmation page along with payment to:

Britta Eggebrecht

South Elgin & Countryside FPD

1090 W. Spring St., South Elgin, IL 60177

beggebrecht@southelginfire.com

FULL PAYMENT MUST BE RECEIVED BY APRIL 10, 2022. ALL RESERVATIONS FINAL, NO REFUNDS.

***Higher room rates apply after registration deadline.**