

**Illinois Fire Service  
Administrative Professionals  
Annual Conference**



**Eagle Ridge Resort  
444 Eagle Ridge Dr., Galena IL 60136  
April 24<sup>th</sup>-26<sup>th</sup>, 2024**

# A Letter from the IFSAP President

Dear Administrative Professional:

I would like to formally invite you to attend the 2024 IFSAP Annual Conference. The IFSAP board is dedicated to our 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.”

The IFSAP organization is here to help you grow your skill set so you can navigate today’s evolving fire house climate. The 2024 conference will be geared towards networking, team building, overcoming adversity, self-care, time management, emotional and relational intelligence and so much more. IFSAP subsidizes a large portion of the cost of the conference for its members utilizing the educational funds that are set aside. We understand that some departments are working with challenging budgets and/or have limited resources for their administrative staff. Therefore, we want to remind you that IFSAP offers scholarships to attend the conference. We have included the scholarship application in this registration packet. If you have any questions or would like to discuss the options available to your department, please feel free to reach out to me.

Please share this letter and the conference packet with your Chief Officer for consideration. If questions arise, any of the IFSAP board members or I would be happy to share the unquantified benefits this conference has to offer. We look forward to helping you to continue to be an effective support system to your department through trending topics in the fire industry and shared experiences.

I look forward to seeing you all at the conference this year!

Kris Murphy, IFSAP President  
[kmurphy@bensenvillefpcd.org](mailto:kmurphy@bensenvillefpcd.org) or (630) 350-3441

## 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 Wednesday (weary traveler), Thursday and Friday sessions, all meals and two evenings of lodging (Wednesday and Thursday nights).

**Meals:** Daily sessions (Thursday and Friday) include breakfast, snack breaks and lunch. Appetizers on Wednesday night and full dinner on Thursday 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 Kris Murphy 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 Wednesday, April 24th, 2024 – after 4:00 p.m.

\* Weary Traveler (those arriving after 7:00 p.m.) – Welcome and networking.

**Departure:** Check out by 11:00 a.m. on Friday, April 26th.

**Raffle:** Tickets are sold from 8 a.m. Thursday until 11 a.m. on Friday \$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

Wednesday, April 25 – Eagle III

7:00 p.m. to 9:30 p.m. Weary Traveler: Welcome, Ice Breaker & Networking Light Appetizers provided

Thursday, April 26– Eagle III: Breakfast buffet served 7:30 a.m. - 9:00 a.m.

8:30 a.m. to 8:50 a.m. Registration

9:00 a.m. to 9:15 a.m. - Eagle I-II:

Welcome /Kris Murphy-IFSAP President and Courtney Michaels Immediate Past President

9:15 a.m. to 12:00 p.m. Christie Hensler – Supercharge Your Emotional and Relational IQ: Maximize Influence, Tackle Adversity and Build Lasting Trust

12:00 p.m. to 1:00 p.m. - Eagle III: Lunch

1:00 p.m. to 3:00 p.m. Team Building Activity: Painting Party or Amazing Race Events

3:00 p.m. to 3:30 p.m. Annual Meeting and Board Installation

6:30 p.m. to 7:30 p.m. - Eagle III: Reception & Dinner

7:30 p.m. to 10:30 p.m. Country Western Night with Line Dancing Lessons for All

Friday, April 26 - Eagle III - Breakfast buffet served 7:30 a.m. - 9:00 a.m.

9:00 a.m. to 12:00 p.m. Christie Hensler-Unlocking Your True Potential: The Role of Self Awareness in Maximizing Success and Fulfillment at Work and in Life

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

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

**\*Prizes offered for best dressed! Bring your Cowboy Hats and boots!**

**IFSAP DEPARTMENT/DISTRICT MEMBERS**  
**2024 CONFERENCE SCHOLARSHIP APPLICATION**  
**This application must be received by March 28, 2024**

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**2024 CONFERENCE SCHOLARSHIP:** Scholarships awarded will cover the two-day conference: April 25 – 26, 2024 - Each scholarship will cover the full conference package; includes meals & 2 nights (Wednesday & Thursday) double occupancy Inn lodging.

**\*\* Recipients preferring single occupancy are required to pay an additional \$75 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 Kris.*

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 or mail your completed form to:

**Kris Murphy, IFSAP President**  
**500 S. York Rd., Bensenville IL 60106**  
**Bensenville Fire Protection District**  
**[kmurphy@bensenvillefpd.org](mailto:kmurphy@bensenvillefpd.org)**

## ANNUAL CONFERENCE REGISTRATION FORM

Registration deadline is **March 28, 2024\*** - Payment due April 18, 2024

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

- \$550.00  Single Occupancy Inn Full Conf. Package (Wednesday & Thursday Nights – All Meals)  
\$425.00  Double Occupancy Inn Full Conf. Package (Wednesday & Thursday Nights – All Meals)  
\$475.00  Double Occupancy Villa Full Conf. Package (Wednesday & Thursday Nights – All Meals)  
\$175.00  Thursday Session only, April 25th - Includes Breakfast, Breaks and Lunch  
\$275.00  Thursday & Friday Sessions only, April 25th –April 26th (Thursday Night – All Meals)  
 Check this box if you would like to participate in the painting event **OR**  
 Check this box if you would like to participate in the Amazing Race event

There are a limited number of Villas available. If you are requesting a villa, you must have your registration submitted by March 11th, 2024. Two-bedroom Villas are for two people only.  
*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  
 I have applied for a scholarship

### Registration Options:

E-mail your registration form to Kris Murphy (or register on-line) to reserve your spot prior to payment  
[kmurphy@bensenvillefpd.org](mailto:kmurphy@bensenvillefpd.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](mailto:beggebrecht@southelginfire.com)**

**FULL PAYMENT MUST BE RECEIVED BY APRIL 18, 2024. ALL RESERVATIONS FINAL, NO REFUNDS.**

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