

# IFSAP ANNUAL CONFERENCE

CELEBRATING 45 YEARS



APRIL 22<sup>nd</sup>-24<sup>th</sup>, 2026

EASTLAND SUITES

BLOOMINGTON, IL

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## A Letter from the IFSAP President

Dear Administrative Professional:

I would like to formally invite you to attend the 2026 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 2026 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 22nd – after 3:00 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 24<sup>th</sup>.

**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 22nd**

7:00 p.m. to 9:30 p.m. Weary Traveler: Welcome, Ice Breaker & Networking (light appetizers provided)

### **Thursday, April 23rd**

6:00 a.m.-6:45 a.m. Fitness Class with Crystal Pennington(*Optional*)

7:30 a.m. – 8:50 a.m. Breakfast Buffet

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

9:00 a.m. to 9:15 a.m. Welcome: Kris Murphy IFSAP President

9:15 a.m. to 12:00 p.m. Dr. Kerry Petsinger Mornings that Matter

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

1:00 p.m. to 4:00 p.m. Debbie Gross The WOW Factor Of Communication

4:00 p.m. p.m.-4:30 p.m. Presentation of Marjorie Coonradt Award and Star Award Annual Meeting and Board Installation

6:00 p.m. Cocktails

6:30 p.m. to 10:30 p.m. - Reception & Dinner **Sapphires and Denim: 45 Years of Strength and Service.** *Wear your favorite denim or your best ball gown-shades of blue will make the night!*

### **Friday, April 24th**

7:30 a.m. - 9:00 a.m. Breakfast Buffet

9:00 a.m. to 10:00 a.m. Michele Pankow State Fire Marshal

10:00 a.m. to 10:30 a.m. Room Check Out Break

10:30 a.m. to 12:00 p.m. Emily Connors The Creative Bodega

12:00 p.m. Lunch Buffet

12:30 p.m. Wrap Up: Certificates & Raffle Prize Drawing

**\*All events will take place in the Conference Center Ballroom.**