

**Illinois Fire Service  
Administrative Professionals  
Annual Conference**



★ **APRIL 19-21, 2023** ★

**Eagle Ridge Resort**  
444 Eagle Ridge Dr., Galena IL 60136

## A Letter from the IFSAP President

Dear Administrative Professional:

I would like to thank you for considering your attendance to the 2023 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.”

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. That does not negate the importance of this networking opportunity and the educational information provided. If you have concerns or need to discuss the options available for your department, please feel free to reach out to me.

We encourage you to share this letter and conference packet with your Chief Officer for consideration. Thank you for your time and we look forward to seeing you at the conference this year.

Sincerely,

Courtney Michaels, IFSAP 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 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 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 Wednesday, April 19th, 2023 – 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 21st.

**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 19 – Eagle III

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

Light Appetizers provided

8:30 p.m. to 9:30 p.m.      Campfire

Thursday, April 20 – 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 9:30 a.m. - Eagle I-II:

Welcome /Courtney Michaels-IFSAP President, In-Coming President and Sharon Szynalski Immediate Past President

9:30 a.m. to 12:00 p.m.      April Stallworth - You are the Heart of the Workplace and What does your Heart beat for?

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

1:00 p.m. to 3:00 p.m.      April Stallworth - Level-Up, Followed by Q&A

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

6:00 p.m. to 7:00 p.m. - Eagle III: Reception & Dinner

7:00 p.m. to 10:30 p.m.      Casino Night and '70s Theme Entertainment\*

Friday, April 21 - Eagle III - Breakfast buffet served 7:30 a.m. - 9:00 a.m.

9:00 a.m. to 12:00 p.m.      To be Announced

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

**\*Prizes offered for best dressed! Break out your bell bottoms and platform shoes!**



IFSAP DEPARTMENT/DISTRICT MEMBERS  
2023 CONFERENCE SCHOLARSHIP APPLICATION  
**This application must be received by March 27, 2023**

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**2023 CONFERENCE SCHOLARSHIP:** Scholarships awarded will cover the two-day conference: April 20 – 21, 2023 - 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 \$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 or mail your completed form to:

**Courtney Michaels, IFSAP President**  
**1051 Highland Grove Dr., Buffalo Grove IL 60089**  
**Buffalo Grove Fire Department**  
**[cmichaels@vbg.org](mailto:cmichaels@vbg.org)**

## ANNUAL CONFERENCE REGISTRATION FORM

Registration deadline is **March 27, 2023\*** - Payment due April 14, 2023

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

- \$500.00 ☐ Single Occupancy Inn Full Conf. Package (Wednesday & Thursday Nights – All Meals)  
\$375.00 ☐ 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 20th - Includes Breakfast, Breaks and Lunch  
\$250.00 ☐ Thursday & Friday Sessions only, April 20th – (Thursday Night – All Meals)  
☐ Additional Occupancy Friday Night Lodging  
☐ \$149 Inn ☐ \$219 Villa  
☐ Additional Occupancy Saturday Night Lodging -  
☐ \$149 Inn ☐ \$219 Villa

There are a limited number of Villas available. If you are requesting a villa, you must have your registration submitted by March 3<sup>rd</sup>, 2023. 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 Courtney Michaels (or register on-line) to reserve your spot prior to payment [cmichaels@vbg.org](mailto: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 14, 2023. ALL RESERVATIONS FINAL, NO REFUNDS.**

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