

Broadview Fire Department



Fire Prevention Bureau & Business Phone

(708) 343-6124

2400 SOUTH 25th AVENUE
January 2, 2019

Chief Tracy Kenny

BROADVIEW, ILLINOIS
60155-3883

To Whom it May Concern;

My name is Kris Murphy. I am the Administrative Assistant to the Fire Chief here at Broadview Fire Department. Some of my responsibilities here at the Fire Department are answering all incoming calls, EMS and monthly Fire Suppression billing for our contract hospitals which are Hines VA, Loyola University and Madden Mental Health. In addition I manage the account payable and receivables. I report directly to the Fire Chief and help her with a variety of duties which include, monthly reports, taking minutes for our monthly meetings, assist in preparing the annual budget, help with Camps held here and many other administrative duties to help with day to day operations within the Fire Department.

I am entering my 4th year with the IFSAP organization (Illinois Fire Service Administrative Professionals) and am a 2017 graduate of their Executive Support Program. I love this group of women as we are all Fire Administratives in Fire Departments and can bounce ideas and suggestions off each other.

On a personal level, I am a very proud mom of 4 boys, aged 20,17,12 and 11 years. I have an amazing man in my life & we have 3 dogs whom we rescued. Lastly, I am honored & thankful to work with my best friend every day as Chief Kenny and I have known each other since we were children.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kris Murphy". The signature is written in a cursive style.

Kris Murphy

Administrative Assistant to the Chief