

*Illinois Fire Service Administrative Professionals
Annual Conference
April 22 - 24, 2020*



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 2020 IFSAP Conference. The board wanted to include a letter of explanation in our registration packet as we have some changes this year. 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 for us. We are very excited to present this program and its schedule to you in the registration packet enclosed.

In order to make this happen, the cost of our conference needs to be increased for this year. The IFSAP organization already subsidizes a large portion of the cost of the conference for its members by utilizing the educational funds that are set aside. In order to not deplete these funds, an increase is necessary.

We hope that this does not discourage or deter anyone from attending this year’s conference. 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 and for this year only we will offer a separate IFSI Training Scholarship to cover the additional cost increase for this year. 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 (847) 304-3600.

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 celebrates our 40th anniversary and 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,

Laura Haiden, IFSAP President

lhaiden@glensidefire.org or (630) 668-5323

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 2.5-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 (afternoon), 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. Light dinner Wed and full dinner on Thursday.
- **Contact Us:** If you require a single night lodging option.
- **One Day Sessions:** Are available and include breakfast, breaks and lunch.
- **Scholarships:** Are available for this conference – one for the entire conference (value \$450) and one for the IFSI training additional cost (value \$75); 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 Sharon 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 22, 2020 - 3 p.m.
- **Wednesday Additional Information Module:** 4:00 p.m. – 6:00 p.m. Legal Open Forum module
 - Weary Traveler (those arriving after 7:00 p.m.) – Welcome and networking.
- **Departure:** Check out by 12:00 p.m.

**** This year if you wish to stay Friday and/or Saturday night the Special regular room Rate is \$169 for Inn rooms each night**

**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 subsidizes a substantial portion of the cost of this conference.**

CONFERENCE SCHEDULE

Wednesday, April 22 – Legacy Ballroom South

- 4:00 p.m. to 6:00 p.m.** Registration
Legal Open Forum - Question and Answer Session
- 6:00 p.m. to 7:00 p.m.** Light Buffet Dinner provided
- 7:00 p.m. to 9:00 p.m.** Weary Traveler: Welcome, Ice Breaker & Networking

Thursday, April 23 – Training takes place on IFSI Campus

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

- 8:00 a.m. to 8:10 a.m.** Final Registration
- 8:10 a.m. to 8:20 a.m.** Bus Transport to IFSI
- 8:30 a.m. to 9:00 a.m.** Welcome /Laura Haiden-IFSAP President & IFSI Welcome
- 9:00 a.m. to 11:20 a.m.** Rotation 1 of 3 Breakout Sessions:
1-Leadership Development and Decision Making (LDDM) – Morals and Ethics
2-Current Fire Service Research / Your State Training Academy
3-Fireground Simulated Exercises (FG SimEx)
- 11:20 a.m. to 12:00 a.m.** Lunch
- 12:00 a.m. to 2:20 p.m.** Rotation 2 of 3 Breakout Sessions
- 2:20 p.m. to 2:30 p.m.** Break
- 2:30 p.m. to 5:00 p.m.** Rotation 3 of 3 Breakout Sessions
- 5:00 p.m. to 5:20 p.m.** Bus Transport to Hilton
- 6:30 p.m. to 7:30 p.m.** Illini Ballroom – Reception & Dinner
- 7:30 p.m. to 10:30 p.m.** Casino Night (for entertainment only)

Friday, April 24 - Illini Ballroom

Breakfast buffet served 7:45 a.m. - 8:45 a.m.

- 9:00 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 12:30 p.m.** Annual Meeting and Installation of the Board
- 12:30 p.m. to 1:30 p.m.** Lunch Buffet
- 1:30 p.m. to 2:00 p.m.** Wrap Up: Certificates & Raffle Prize Drawing

Illinois Fire Service Administrative Professionals
Annual Conference
April 22-24, 2020

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 unique conference will feature relevant topics presented by informative speakers and will offer attendees a unique opportunity to network and exchange information with colleagues, to meet our purpose. The IFSI will be personalizing the breakout sessions to our specific organization.

SPEAKERS & TOPICS

Wednesday, April 22 – Hilton Legacy Ballroom South

Legal Open Forum – Question and Answer Session

Attorney Joe Miller from the law firm of Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. will be available for an open forum on current legal hot topics, information and training session.

Thursday, April 23 – Illinois Fire Service Institute

Breakout Sessions and Rotations in Groups:

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.

Fire Service Research and Your State Fire Academy

- 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.

Fireground Simulations & Decision Making (FG Sim Ex)

- IFSI Instructors will immerse each student in fireground scenarios via simulated fireground activities. While the fires are not real, the decision making, coordination and command are. Students will gain an understanding of how all the facets of firefighting and incident command come together while learning in a no risk environment.
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Friday, April 24 – 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
2020 CONFERENCE SCHOLARSHIP APPLICATION
This application must be received by March 13, 2020

2020 CONFERENCE SCHOLARSHIP: Scholarships awarded will cover the three-day conference: April 22 – 24, 2020 - Each scholarship will cover the full conference package; includes meals & 2 nights (Wednesday and 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. Friday/Saturday night lodging is available for an additional \$169/night at the recipient's expense.**

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 Sharon.***

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/district CANNOT provide 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:

Laura Haiden, IFSAP President
Glenside Fire Protection District
1608 Bloomingdale Road, Glendale Heights, IL 60139-2657
Fax: 630-668-5323
lhaiden@glensidefire.org

IFSAP DEPARTMENT/DISTRICT MEMBERS
2020 IFSI TRAINING SCHOLARSHIP APPLICATION
This application must be received by March 13, 2020

2020 IFSI TRAINING SCHOLARSHIP: Scholarships awarded will cover the additional training cost of the Illinois Fire Service Institute (IFSI) in the amount of \$75.00.

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 Sharon.*

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/district CANNOT provide 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:

Laura Haiden, IFSAP President
Glenside Fire Protection District
1608 Bloomingdale Road, Glendale Heights, IL 60139-2657
Fax: 630-668-5323
lhaiden@glensidefire.org

ANNUAL CONFERENCE REGISTRATION FORM

Registration deadline is March 25, 2020*

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

CITY, ZIP: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

\$450.00** Single Occupancy Inn Full Conf. Package (Wednesday & Thursday Night – All Meals)

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

\$175.00** Thursday Session only, April 23rd - Includes Breakfast, Breaks and Lunch

\$345.00** Wednesday & Thursday Sessions only, April 23rd – (Wednesday Night – All Meals)

\$100.00 Friday Session only, April 24th - Includes Breakfast, Break and Lunch

\$169.00 Additional Occupancy Friday Night Lodging

\$169.00 Additional Occupancy Saturday Night Lodging

For Double Occupancy, please specify name of roommate below.

ROOMMATE NAME/DEPARTMENT _____

_____ **Applied for Scholarship.**

Payment Enclosed

\$ _____ TOTAL Amount Due

Registration Options:

E-mail or fax registration form to Sharon Szynalski (or register on-line) to reserve your spot prior to payment sszynalski@villageofalsip.org or FAX to (708) 371-6019.

MAKE CHECKS PAYABLE TO: IFSAP

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

Sharon/Alsip Fire Dept.

12600 S. Pulaski Rd.

Alsip, IL 60803

FULL PAYMENT MUST BE RECEIVED BY APRIL 10, 2020. ALL RESERVATIONS FINAL, NO REFUNDS.

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

****IFSAP subsidizes a substantial portion of the cost of this conference. But an additional \$75 was added to the registration this year to cover some of the costs associated with training classes at IFSI.**