



ILLINOIS FIRE CHIEFS ASSOCIATION

Dedicated to excellence in the Fire Service

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July 24, 2020

The Administrative Professional of the Year Award was created to formally recognize one of the most important individuals in your fire department/district. Administrative Professionals work behind the scenes organizing and managing the numerous administrative functions of your fire department/district. These behind the scene individuals work daily with rank and file members, coordinate events, address issues with businesses and the general public, all while conducting themselves in the most professional manner. At the end of the “normal day”, they contribute their skills to professional fire service organizations, public and governmental community groups, and private entities. They dedicate long hours, more than many of us will ever know, and come back to work the next day, ready to start again. When a person calls a department on the telephone, they will generally hear one of these talented individuals as the first voice on the phone. When visiting headquarters, the Administrative Professional will usually be the first person to greet people.

Administrative and operational functions in every department across the country have drastically changed this year due to COVID. Many of our Administrative Professionals have successfully adapted to working from home. They continue to display the high level of professionalism as they have stepped into this new role. They have continued to support the mission and vision of their organizations using new technologies. Without these individuals continuing to work behind the scenes, success would be much more difficult for fire agencies to achieve.

It is time to nominate YOUR deserving Administrative Professional for this award! To acknowledge the talents and dedication of your Administrative Professional, you must submit a nomination. The Illinois Fire Chiefs Association Administrative Professional Committee hopes to have the difficult task this year of choosing the one individual who stands out amongst several nominees.

Please also reconsider past nominees by resubmitting their nomination. If you have any questions, or need assistance with this process, you may contact me anytime on my personal cell phone at 309-360-9885, or email at j.kachanuk@havana.gov or our Executive Director Jim Grady at jgrady3@illinoisfirechiefs.org

Respectfully

John Kachanuk

Chief John Kachanuk
IFCA 2nd Vice-President
Havana Fire Department

Endorsed & supported by:

*Illinois Fire Chiefs Association Executive Branch 2019-2020
President Greg Earle, Vice-President Don Shoeflin,
Vice President John Kachanuk, Immediate Past President Mark Puknaitis*



**Administrative Professional
Recognition Program**

2020 Nomination Packet

Illinois Fire Chiefs Association Administrative Professional of the Year

INTRODUCTION

The Illinois Fire Chiefs Association (IFCA) hereby establishes the status of Administrative Professional of the Year as an honorary title for Administrative Professionals within the Illinois Fire Service. This award is reserved for those individuals serving as Administrative Assistants, Executive Secretaries, Secretaries or support staff employed by a Fire Department or Fire Protection District in the state of Illinois.

IFCA POLICY AND PROCEDURE

The IFCA embraces the concept of Administrative Professional of the Year and offers useful guidelines. The establishment of the status of Administrative Professional of the Year is recommended as a method of recognizing outstanding contributions to the Illinois Fire Service. The IFCA shall establish a procedure for selecting Administrative Professional of the Year.

ELIGIBILITY REQUIREMENTS and CRITERIA FOR THE AWARD

- Current position of Administrative Assistant, Executive Secretary, Secretary, or support staff of a Fire Department or Fire Protection District
- 5 years of service within the Fire Service
- Nomination letter and application highlighting achievements and service to the fire service and community
- Recommendation letters from supervisors, colleagues, and Chief of the Department/District
- Supporting documents (i.e. copies of certificates, Executive Support Program, educational achievements/degrees, etc.)
- The nominee's current resume detailing the candidate's involvement in the fire service.

Items to include in the nominating packet to assist the committee in their evaluation of the nominated candidate:

- Member of the Illinois Fire Service Administrative Professionals Association (IFSAP)
- Completion of the Executive Support Personnel Certification Program
- Illinois State Certification in Executive Support
- Education and or Certifications
- State/national contributions
- Contributions to fire service (including membership/participation in fire service organizations – i.e. Illinois Fire Safety Alliance, M.A.B.A.S., Illinois Fire Inspectors, Illinois Fire Protection Districts, Northern Illinois Alliance, or other similar type organizations)
- Contributions or interaction with the community
- Organizational contributions (national, state, or local)

- Other (provide detailed descriptions)

The IFCA Administrative Professional of the Year Committee will consist of five active Fire Chiefs, three of which will be the seated IFCA President, 2nd Vice President, Board Member Area Representative and two members of the IFSAP organization, which will be the current IFSAP President and Past President, or Presidents designee.

The Committee will weigh each of these components of a person's career in order to determine the extent to which the person has made a significant and sustained contribution to the Illinois Fire Service. The Committee will look for a record of achievement in one or many areas that establishes the candidate as an Administrative Professional of extraordinary distinction.

All nominees will receive a letter notifying them they were nominated. The nominee chosen Administrative Professional of the Year and the Chief of the Department will be notified by the Chairman of the Administrative Professional of the Year Committee. The formal award will be presented at the Annual IFSAP Awards Luncheon by the IFCA President.

**Illinois Fire Chiefs Association
 Administrative Professional of the Year Nomination Form
 Deadline: Received by October 5, 2020**

Nominee:						
Department:						
Immediate Supervisor:						
Chief of the Department:						
Type of Department: <i>Check One Only</i>	Paid	<input type="checkbox"/>	Combination	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
Address:						
City		State			Zip:	
Phone:			Fax:			
Years in Fire Service:			Years in Current Position:			

Education* (include copies of Certifications, Executive Support Personnel Certification, and or Educational Degrees)

Professional Development and Involvement in Professional Fire Service Organizations* (include any supportive documentation including a current resume)

Community Contributions as related to the Fire Service* (include any supportive documentation)

*Attach additional pages as may be necessary

NOMINATION SUBMITTED BY:

Name/Rank:		
Department/Organization:		
Address:		
City:	State:	Zip:
Home Phone:	Business Phone:	

Include a letter highlighting achievements and service to the fire service and community and recommendation letters from immediate supervisor, colleagues, and Chief of the Department/District.

Administrative Professional of the Year Nomination Form must be received by **October 5, 2020**. NO Facsimiles accepted. Email completed application & documentation to Executive Director Jim Grady III at jgrady3@illinoisfirechiefs.org OR You can mail to: Once again the application must be received by 5pm on 10/05/2020.

Illinois Fire Chiefs Association
PO Box 7
Skokie IL 60076

Attention: Administrative Professional of the Year Committee

If you have any questions, you may contact me Chief John Kachanuk IFCA-VP at; 309-360-9885 – j.kachanuk@havanail.gov OR Jim Grady at 815-693-5865 -- jgrady3@illinoisfirechiefs.org.