

ILLINOIS FIRE CHIEFS' ASSOCIATION



SENIOR OFFICER DEVELOPMENT PROGRAM

Program Mission:

The Illinois Fire Chiefs Association offers a one- or two-day program of Officer Development of programs in leadership and the support tools to grow an organization for a safe and successful future. This Program offers topics necessary for a new company officer and refresher for a veteran officer.

Topics areas are selected by the host fire chief with feedback from the surrounding area fire chiefs to meet the needs of the officers from the area. The Program can be scheduled in a one-day format (5 topics with a working lunch) or a two-day format (7-8 topics with a breakfast and lunch format). Subject areas include:

- ✓ Duty, Pride, & Tradition,
- ✓ Officer Leadership (Buddy-to-Boss),
- ✓ Recruitment & Retention,
- ✓ Training Awareness,
- ✓ Fire Service Planning (Succession through Shift Planning),
- ✓ Mental Health and Safety for Firefighters,
- ✓ Conflict Resolution,
- ✓ Legal Requirements,
- ✓ Political Advocacy, Team Building,
- ✓ Effective Documentation (NFIRS/Discipline/Grant Writing),
- ✓ Preparation for the Modern Fireground.

Major Program Objectives:

1. Attendees will be challenged to look at the fire service, what do you want to get out of it?
2. The attendee will be familiar with laws that affect the day to day operations of the department.
3. Attendees will have a workable formula to implement team building in their organization
4. Attendees will discuss the challenges to their own management style and identify strategies to address these challenges.
5. Attendees will identify the 13th Life Safety Initiative and discuss the relevancy to today's Fire Service.
6. The attendee will understand the importance of fire service advocacy.
7. Attendees will be provided with the knowledge and resources for a more successful recruitment and retention program.
8. Attendees will be challenged to identify current trends in training program administration.
9. Attendees will be exposed to planning in Today's Fire Service.
10. Attendees will discuss modern fire dynamics and the effects on building construction, fire fighters and situational awareness on the modern fireground.

Topic Specific Objectives:

- **Laws, Regulations & Standards – Steve DiNolfo:**
 - The attendee will be familiar with laws that affect the day to day operations of the department.
 - The attendee will be aware of the current legislation both proposed and adopted that affect the fire service.
 - The attendee will understand the requirements of administrative agencies that interact with the fire service.
 - The attendee will be aware of legally required operating procedures
 - The attendee will understand the mechanics of developing operating procedures.
 - The attendee should be familiar with the supervisor’s role in managing operating procedures.

- **Team Building – Division Chief Patrick Gallagher (ret.):**
 - Discuss the importance of proactive Team Building for today’s fire service.
 - Identify the role of the Senior Fire Officer in Team Building and how it relates to ensuring the continued success of a Public Safety agency.
 - Review leadership and communication styles that foster success for line and staff members.
 - Outline potential barriers that Fire Officers may encounter during team building efforts and provide solutions for success.

- **Leadership for Fire Department Officers (Buddy to Boss, Communication and Role Changes) - Chief Chad Hoefle:**
 - Students will be able to recognize the impact of position change.
 - Students will discuss the challenges to their own management style based on this change.
 - Students will identify strategies to address these challenges.

- **May-Day for Mental Health - Chief Patrick Kenny:**
 - Identify the 13th Life Safety Initiative and discuss the relevancy to today’s Fire Service.
 - Identify the obstacles to mental health awareness in the Fire Service/the stigma attached.
 - Identify some basic mental health conditions and their signs and symptoms.
 - Compare Mental Health to Cancer
 - Examine current NFPA and other major Fire Service organizations and their approach to mental health.
 - Identify strengths and weaknesses in their current employee assistance programs and offer suggestions to address these areas.

- **Preparing for the “NEW” Fireground - A/C Tim Leidig:**
 - Students will review current and past LODD and the learning experiences from LODD events.
 - Students will discuss how Our Enemy (Modern Fire Dynamics).
 - Students will discuss how the “battleground” continues to change (Legacy vs. Lightweight Construction).
 - Students will understand how Our warriors are changing (Culture vs. Chemistry)
 - Students will understand Situational Awareness (STAR Concept)
 - Students will engage in a discussion if there is need to change fire service culture – The ONLY way to reduce Firefighter LODD.

- **Being Successful at Fire Service Advocacy and Building Relationships with Your Elected Officials - Chief Michael Mavrogeorge:**
 - The attendee will understand the importance of fire service advocacy.
 - The attendee will understand the importance to building relationships with elected officials and stakeholders.
 - The attendee will understand the Illinois legislative process and how to file a witness slip.
 - When faced with a fire service issue and call to action, the attendee will be able to contact the appropriate elected official and/or group and advocate on behalf of the fire service.

- **Recruitment and Retention – Chief Chad Hoefle:**
 - A foundation program to what the IFCA offers in a 2-day Recruitment and Retention Program.
 - Participants will be provided with the knowledge, tools and resources to begin a more successful recruitment program.
 - Participants will also learn valuable tips on how to retain those quality
 - Volunteers and paid-on call members.

- **Training Standards & Requirements - D/C Tim Leidig:**
 - Identify the training requirements for Illinois Fire Departments.
 - Identify current trends in training program administration
 - Identify solutions to common training program issues.

- **Effective Fire Service Documentation – D/C Steve Spraker:**
 - Discuss the importance of documentation.
 - Review NFIRS reports including common mistakes made when filling out the report.
 - Discuss and review the narrative sections of FEMA's AFG program.

- **Conflict Resolution – Chief Tracy Kenny:**
 - Students will identify the causes of conflict with in the Fire Service.
 - Students will understand the difference between the types of conflicts, emotional/factual.
 - Students will discuss how firefighters deal with personal and professional conflict.
 - Students will understand the officer’s responsibility to conflict.
 - Students will learn the different types/styles of conflict resolution and engage in the steps for resolution for a successful outcome.

- **Leading Tough Conversations - Coaching, Counseling & Mentoring for Today’s fire service – Chief Drew Smith:**
 - Identify the member’s issues that are impairing the organization
 - Identify the needed change in the member
 - Identify what standards are applicable to this situation
 - Develop and IAP to conduct the necessary conversation
 - Identify how training may be used as an alternative to discipline
 - Conduct the necessary follow up after the conversation

Host Department Responsibilities:

General Information:

The host department must designate a contact person that will assist throughout the planning process and can be reached prior to the program beginning and throughout the entire program to handle any logistical issues and supply such contact information well in advance of the class. This contact does not need to be the Fire Chief; i.e., the training officer.

IFCA Contacts:

Maureen Griseto, IFCA phone number (847)966.0732 or 1.800.662.0732; fax: 847.966.0782; email: ifca@illinoisfirechiefs.org. A/C Tim Leidig, West Chicago Fire Protection District: 630.231.2123; fax: 630.231.2122; email: tleidig@wegofpd.org.

Flyer Preparation:

The IFCA Office will prepare the flyer to be posted on the IFCA website and mailed to all departments in the area of the host department.

To prepare this flyer, please provide the following information to the IFCA Office:

- ✓ Location of the seminar,
- ✓ Room capacity,
- ✓ Recommendation of area hotels for the IFCA Office to contact to reserve a block of rooms.

The completed flyer will also be emailed to the host department. Passing along of the information by the host department to neighboring departments, MABAS Divisions, regional Fire Chief groups greatly increases the success of your seminar.

Room Requirements:

Room must be set up in a classroom style to comfortably fit a minimum of 20 attendees, plus one additional table for the presenters.

The room should have a dry erase board with working markers.

AV system to support Power-Point and video presentations with an internet connection is preferred and the following: projector, screen, and wireless mouse.

Program Format:

1-Day Format:

0800-0830 – Orientation
0830-1000 – Topic 1
1000-1015 – Break
1015-1200 – Topic 2
1200-1330 – Lunch – Topic 3
1330-1500 – Topic 4
1500-1515 – Break
1515-1700 – Topic 5
1700-1715 – Evaluation
& Dismissal

2-Day Format:

0800-0830 – Orientation & Introduction
0830-1000 – Topic 1
1000-1015 – Break
1015-1200 – Topic 2
1200-1300 – Lunch
1300-1430 – Topic 3
1430-1445 – Break
1445-1430 – Topic 4

Second Day:

0800-0830 – Breakfast
0830-1000 – Topic 5
1000-1015 – Break
1015-1200 – Topic 6
1200-1300 – Lunch
1300-1430 – Topic 7
1430-1445 – Break
1445-1600 – Topic 8
1600-1615 – Evaluation & Dismissal

Refreshments & Lunch:

The host department should arrange for the following meals and break refreshments. Please keep all receipts and submit them to the IFCA Office for reimbursement.

1-Day Program

Continental Breakfast
Lunch (Working)
Snacks (Afternoon Break)

2-Day Program

(2) Continental Breakfasts
(2) Lunches

Breaks: Coffee, soda, water available. Breaks: Coffee, soda, water available.

Program Presenters



Stephen H. DiNolfo: Focuses his practice on general litigation, as well as labor and employment law. A significant part of his practice is dedicated to defending local governments and EMS providers in employment and malpractice claims.

In addition to counseling clients regarding employee related issues, Mr. DiNolfo has conducted numerous investigations for fire protection districts, school districts, and 9-1-1 centers on alleged employee misconduct including sexual harassment, criminal allegations, and disciplinary matters.

Mr. DiNolfo is experienced in all facets of litigation before state and federal courts, as well as administrative tribunals. Mr. DiNolfo has defended clients against claims of wrongful death, improper intubation, failure to defibrillate, and violation of federal civil rights stemming from alleged professional misconduct. He has defended 9-1-1 centers against claims of improper or inadequate emergency dispatching and represented individual paramedics before administrative review boards. In addition, Mr. DiNolfo is regularly retained by a national insurance company to represent their clients in auto liability, premises liability, and subrogation matters.



Div. Chief Patrick Gallagher (Ret.):

Patrick Gallagher is a 43-year fire service veteran, beginning his firefighting career with the Gurnee Fire Department in 1978. Joining the Waukegan Fire Department in 1984, he served for over 27 years in numerous roles including Firefighter/Paramedic, Lieutenant, Captain and Fire Chief. In 2012, he served with the Western Springs Fire Department as their training officer and later, director of the WSFD Firefighter Training Academy. Chief Gallagher's related professional experience includes expertise in Emergency Medical Services as a Paramedic and as an EMS System Coordinator in Lake County Illinois, and Kenosha County Wisconsin. His special teams experience includes public safety diver, and technical rescue specialist. Chief Gallagher was selected as the 2019 Instructor of the Year by the Illinois Society of Fire Service Instructors. Patrick's priorities remain in training and education in a wide variety of Fire/Rescue and EMS disciplines.



Chief Chad Hoefle: Chief Hoefle began his fire service career as a volunteer firefighter with the Stillman Fire Protection District in 1996. At the time, Stillman was 100% volunteer and soon grew to a combination department with a full time Chief. As Hoefle became more involved in classes and teaching, he progressed his way up to the rank of Lieutenant and then Captain, all while serving as a Paramedic Educator for a hospital in Rockford. When the fire district decided to create a second full-time position for Deputy Chief / Training Officer, Hoefle tested and was appointed. Within a few years, Hoefle tested for the Fire Chief position, was selected and appointed in 2009.

Chad also has served on the several state and local executive board including a seat on the Illinois Fire Chief's Association Executive Board and holds memberships in many other Fire Department organizations. Chad regularly attends classes at the National Fire Academy, as well as local classes to try and better not only his fire district but also any department he contacts.



Chief Tracy Kenny: Chief Kenny has accomplished being the first Female Chief in the Village of Broadview in 2015. Chief Kenny had served as a Firefighter/Paramedic for 11 years when she was promoted to Deputy Chief and Training Officer in 2014.

Previously, Chief Kenny served as the EMS Coordinator and EMS educator for the Loyola system. She oversaw 30 Paramedics and educated them on changes and updates in the system. She also instructed the EMT and Paramedic Program at Loyola, College of DuPage, and Oakton Community College.

Chief Kenny had been tasked in 2012 to make the Broadview Fire Department a more diverse place of employment as well as a reflection of the community. Chief Kenny started the Fire Explorer Program as a mentoring and educational advancement in the fire service for youth ages 14-21 in the Village of Broadview and surrounding areas. Chief Kenny is currently obtaining her Associates Degree from Triton College as well as her Chief Fire Officer. In Fall 2019 she will be pursuing her bachelor's degree from Western Illinois University.



Chief Patrick Kenny, (RET.): Chief Kenny has been a member of the fire service for over 35 years. He serves as a member of the Illinois Fire Chief's Promotional Assessment Board and is a past president of the Illinois Fire Chief's Association. Chief Kenny holds the highest certification in the state of Illinois for a Chief Officer and is a current recipient of Chief Officer Designation by the International Fire Chiefs' Association.

Chief Kenny has articles published in the areas of leadership, fire safety, mental health and fire code challenges. He recently was a contributor to the IAFC Volunteer and Combination Officers Sections Yellow Ribbon Report entitled: UNDER THE HELMET Performing An Internal Size-Up A Proactive Approach To Ensuring Mental Wellness.



Assistant Fire Chief Tim Leidig: Chief Leidig joined the fire service in 1991, and currently is the Assistant Fire Chief for the West Chicago Fire Protection District, West Chicago, IL. A/C Leidig worked his way through the ranks of the Elmhurst Fire Department, Elmhurst, IL; York Center Fire Protection District, Lombard, IL. and the Mundelein Fire Department, Mundelein, IL. He holds a Master's degree in Business Administration with a specialty in Strategic Planning from National Louis University.

A/C Leidig holds many certifications: Nationally he is a graduate of the National Fire Academy's Executive Fire Officer Program (2011), he holds Chief Fire Officer designation from the Commission on Professional Credentialing (2011), and Chief Officer Certification (2013) and Training Program Manager (2002) from the Illinois Office of the State Fire Marshal. He has taught Firefighter Fireground Safety, May-Day for Incident Commanders, Training Standards and Mandates. Chief Leidig was appointed to the International Society of Fire Service Instructors/ UL Basement Fire Research Program (2015). It was due to his leadership, skills and knowledge; he was awarded the 2010 Illinois Instructor of the Year.



Chief Michael Mavrogeorge: Chief Mavrogeorge began his duties as the Fire Chief of Westchester, Illinois, in Cook County, on July 1, 2020. Prior to assuming his position in Westchester he served as the Fire Chief of Oak Lawn, Illinois, for 2 years where he led that agency to achieving an ISO Class 1 public protection rating, worked to establish national best practices and implement new community risk reduction programs, while re-establishing a positive relationship with the community and the firefighter's union. From 2008-2018, he served as the Fire Chief and Emergency Management Director at St. Louis Downtown Airport. He began his fire service career in 1993 and has served on volunteer, paid-on-call, and career departments.

Chief Mavrogeorge serves as the President of the IAFC Great Lakes Division; as a member of the IAFC Terrorism and Homeland Security Committee; and served as the Vice Chair of the IAFC Emergency Management Committee where he remains an adjunct subject matter expert. Chief Mavrogeorge served as the Chairman of the Illinois Fire Services Association from 2015-2018. He served on the Executive Board of the Illinois Fire Chiefs Association from 2009-2017 as a Director, Area Representative, Illinois IAFC Great Lakes Division Representative, and Chairman of the Legislative Committee. He has served as an instructor at the University of Illinois Fire Service Institute in the Special Operations Training Program since 2005.

He has earned a Master's Degree in Public Administration, specializing in Emergency Response Policy and Coordination; a Bachelor's Degree in Business Administration; possesses Illinois Chief Fire Officer certification; has attended the National Fire Academy Executive Fire Officer Program (EFO); is designated as a Chief Fire Officer (CFO) by the Center for Public Safety Excellence (re-designated in 2016 and 2019); holds Member Status (MIFireE) of the Institution of Fire Engineers, is accredited as an Illinois Professional Emergency Manager; and has various other Fire and EMS certifications.



Deputy Fire Chief Spraker: Currently serves as the Deputy Chief of Operations responsible for the day to day operation of a 180+ member combination fire district with over 5,700 yearly calls for service from 5 fire stations. On-duty daily staffing of 19 personnel (1 career Battalion Chief and 18 part-time firefighters).is Fire Officer and Paramedic with a proven ability to manage combination and volunteer fire departments.

Chief Spraker is a fire officer and paramedic with a proven ability to manage combination and volunteer fire departments. Experienced with budgeting, strategic planning, human resources, training programs, and emergency medical service delivery. Strong information technology background including managing a regional fire records management system. Ability to work effectively with other fire chiefs, citizens, firefighters and elected officials to provide for cost-effective and quality emergency services.



Drew R. Smith: Is the Fire Chief of the Prospect Heights (IL) Fire District. He has been a member of the fire service for 42 years and a chief officer for the past 30 serving in volunteer, part-time, private, and municipal career departments. For 28 years he was responsible for all training in Prospect Heights. He holds multiple advanced certifications from the Illinois State Fire Marshal. He is a member of several state and national fire service organizations including the IAFC and ISFSI. He has presented at FDIC 24 times over the past 26 years. His experiences include the formation of a new fire department, transitions from volunteer to career staff, the implementation of a first aerial apparatus into fire departments, and the formation and operation of two recruit fire academies. He has extensive experience in training and operational program development and management, leadership and supervision of mid-level managers, and the development of policies, procedures, and guidelines.

Between 2009 and 2016 he served as the director of the Northeastern IL Public Safety Training Academy – NIPSTA – Firefighter Academy which trains both entry-level and incumbent career members. Currently he serves on the NIPSTA Executive Committee as Vice President. He has been a member of the MABAS Division 3 Technical Rescue Team since its founding in 1988, its director between 1992 and 2012, and liaison to the regional joint chiefs from 2012-2018.