



ADMINISTRATIVE PROFESSIONAL RECOGNITION PROGRAM

2026 Nomination Packet

Illinois Fire Chiefs Association Administrative Professional of the Year

Introduction

The Illinois Fire Chiefs Association (IFCA) has established the Administrative Professional of the Year Award to recognize outstanding Administrative Professionals serving within the Illinois Fire Service.

This prestigious honor is awarded to individuals serving in positions such as Administrative Assistant, Executive Secretary, Secretary, or other administrative support roles employed by an Illinois Fire Department or Fire Protection District. The award recognizes exceptional dedication, professionalism, leadership, and service to both the fire service and the communities they serve.

IFCA Policy

The Illinois Fire Chiefs Association supports the recognition of outstanding Administrative Professionals through the Administrative Professional of the Year Award. This program honors individuals whose contributions have significantly enhanced the Illinois Fire Service. The IFCA has established the following eligibility requirements, evaluation criteria, and selection process to ensure a fair and consistent review of all nominees.

Eligibility Requirements

Nominees must meet the following minimum qualifications:

- Currently serve as an Administrative Assistant, Executive Secretary, Secretary, or other administrative support professional for an Illinois Fire Department or Fire Protection District.
- Be a current member of the Illinois Fire Service Administrative Professionals (IFSAP).
- Have a minimum of five (5) years of service within the fire service.
- Submit a completed nomination application highlighting professional achievements and contributions to the fire service and community.
- Include letters of recommendation from supervisors, colleagues, peers, and the Fire Chief of the nominee's department or district.
- Provide supporting documentation, such as:
 - Professional certifications
 - Executive Support Program completion
 - Educational degrees or certificates
 - Other relevant achievements

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Evaluation Criteria

The selection committee considers the nominee's overall contributions to the Illinois Fire Service. The following accomplishments are strongly encouraged for inclusion in the nomination packet:

Professional Development

- Completion of the Executive Support Personnel Certification Program
- Illinois Executive Support Certification
- Additional education, training, and professional certifications

Fire Service Contributions

- Active participation in state, regional, or national fire service organizations, including but not limited to:
 - Illinois Fire Safety Alliance
 - MABAS
 - Illinois Fire Inspectors Association
 - Illinois Association of Fire Protection Districts
 - Northern Illinois Alliance
 - Other similar organizations

Leadership and Service

- Contributions to the nominee's department or district
- Community involvement and outreach
- Service to local, state, or national organizations
- Other notable achievements demonstrating leadership, innovation, or professional excellence

Resume

Include the nominee's current resume detailing employment history, professional accomplishments, education, certifications, and involvement within the fire service.

Selection Committee

The Administrative Professional of the Year Committee consists of six members:

Illinois Fire Chiefs Association Representatives (4)

- IFCA President
- IFCA First Vice President
- IFCA Second Vice President
- One additional IFCA Board member, or another member appointed by the IFCA President

Illinois Fire Service Administrative Professionals Representatives (2)

- Current IFSAP President (or designee)
- A previous Administrative Professional of the Year recipient appointed by the IFSAP President

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Selection Process

The committee evaluates each nomination based on the nominee's sustained record of professional achievement, leadership, service, and overall contributions to the Illinois Fire Service.

Recipients are selected based on evidence of exceptional dedication and distinguished service. The committee considers the nominee's entire body of work rather than any single accomplishment.

Notification

All nominees will receive written notification acknowledging their nomination.

The selected Administrative Professional(s) of the Year, along with their Fire Chief, will be notified by the Chair of the Administrative Professional of the Year Committee.

The award(s) will be formally presented during the annual IFSAP Awards Luncheon by the President of the Illinois Fire Chiefs Association.

Award Categories

The committee will consider nominees from each of the following department classifications:

- Career (Paid) Department
- Combination Department
- Volunteer Department

The committee may present an Administrative Professional of the Year Award in each category annually. However, the committee reserves the right not to present an award in any category if no nomination meets the established standards of excellence.

Nomination Form



Nominee Information

Nominee:			
Department:			
Immediate Supervisor:			
Chief of the Department:			
Type of Department:	☐	☐	☐
Check One Only	☐ Paid	☐ Combination	☐ Volunteer
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**

Nominator Information

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.

Please return via email or US Mail

info@illinoisfirechiefs.org

11801 W Silver Spring Drive, Suite 200, Milwaukee, WI 53225

Questions? Contact Us.

Kris Murphy, IFSAP President
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Applications must be received by 5:00 p.m. on Friday, November 6, 2026.