

IGNITE, ADAPT, OVERCOME:

Leading in Today's Fire Service



FEB. 24-26
2026

Professional Development Conference @
<https://fcam.org/pdc/>



ADMINISTRATIVE ASSISTANTS | FEBRUARY 25

Wednesday, 09:00 - 09:45 | Room B

Massachusetts Procurement Guidelines

Jeffrey Shapiro, Inspector General's Office

Public procurement laws ensure that the public's money is spent transparently, competitively, and fairly. These principles are critical to maintaining the public's trust. Inspector General Jeffrey Shapiro will discuss the importance of following the law and his advocacy for common sense changes to the law. He will also share his efforts to ensure that municipalities and their agencies receive the support and training they need to comply with the law and make participants aware of the resources the OIG offers.

Wednesday, 09:45 - 10:45 | Room B

Injured On-Duty Claims

Jonathan Finn, AAI, CPIA, Manager & Senior Account Executive, Risk Strategies

Jonathan Finn provides an informative overview of the injured-on-duty (IOD) process, highlighting steps departments can take to streamline reporting, documentation, and communication between all involved parties. This session explores medical coordination, claim tracking, and strategies for returning personnel to work safely and efficiently. Real examples and practical guidance ensure leaders leave prepared to manage IOD claims confidently.

Wednesday, 11:00 – 12:00 | Room B

Software Updates & AI in the Administrative World

Alan Sirois, Fire Chief, Agawam Fire Department

Technology is changing the way fire departments operate—especially in administration. This seminar introduces new software tools and artificial intelligence applications that improve efficiency, automate repetitive tasks, and enhance data-driven decision-making. Attendees will explore how AI can support scheduling, recordkeeping, and communication while maintaining data privacy and security. This forward-thinking session offers a glimpse into the near future of fire service administration and digital transformation.

Wednesday, 13:00 – 16:00 | Room B

Contracts, Records Retention and FOIA Requirements

Attorneys Kate Feodoroff and Liz Lydon

Join us for a clear and practical overview of key legal responsibilities in municipal operations. This session covers contract essentials, procurement rules and common contracting issues. Attorneys Federoff and Lyon will also explain FOIA requirements—what's public, how to respond, and what exemptions apply—along with records retention laws and best practices for managing documents effectively. Perfect for administration staff looking to strengthen transparency and compliance.