ILCA "HELP"

HAZARD EVALUATION LOSS PREVENTION BULLETIN OF THE
INSURANCE LOSS CONTROL ASSOCIATION

Fall 2003

2003 ILCA Conference
October 20-22, 2003
Hyatt Regency Hotel at Greater Columbus Convention Center
350 North High Street,
Columbus, OH 43215

Hotel Reservations: Contact the Hyatt Regency directly to make your hotel reservation at 614-463-1234 or use the toll-free reservation line 800-233-1234. Be sure to mention you are with the ILCA Conference to receive the discounted rate of $103 per night (plus state and local taxes). The ILCA room block expires on September 18, 2003 so reserve your room early to take advantage of the discounted rate. Rates after September 18, 2003 are at the discretion of the Hyatt Regency.

Complimentary Parking in the EAST SURFACE PARKING LOT: All ILCA Conference participants will receive complimentary parking in the EAST Surface Parking Lot located at the corner of Nationwide and Fourth Streets that is located about half a block away from the Hyatt Regency Hotel. This will be the only lot reserved for ILCA Conference participants to receive complimentary parking.

A map to the parking lot will be included with your confirmation letter that is sent out approximately 10 days after the receipt of your registration.

Parking anyplace other than in the EAST SURFACE PARKING LOT will be at your own expense.

Travel to the Conference: The hotel does not offer a shuttle service from the airport, but rather suggests if guests are not driving or using a taxi to utilize the Columbus Ohio Transit Authority Bus transportation (COTA). COTA offers circular service between Port Columbus Airport and downtown hotels. The Capital City Flyer runs between the hours of 6:12 a.m. and 9:38 p.m., arriving at the COTA Bus Stop in the airport baggage claim area at 6:53 a.m. The last trip into the downtown from the airport is 8:52 p.m.

The service runs every 60 minutes seven days a week. One-way fare is $5 or three-day passes are available for $9. Travel between downtown locations is $0.25 per ride. Additionally, COTA has a real-time bus arrival system in the Columbus area. The system provides bus riders with the actual arrival time for the next bus. This service is available at certain locations, including the Hyatt Regency lobby.

For specific driving directions, please visit the Hyatt Regency Columbus website at www.columbus.hyatt.com and click on the maps and directions link.

Conference Costs:

<table>
<thead>
<tr>
<th>Early Bird Registration</th>
<th>Regular Registration</th>
<th>Late Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now - September 12th</td>
<td>September 13 - 30th</td>
<td>October 1 - 22nd</td>
</tr>
<tr>
<td>$225 Member</td>
<td>$250 Member</td>
<td>$275 Member</td>
</tr>
<tr>
<td>$275 Non Member</td>
<td>$300 Non Member</td>
<td>$350 Non Member</td>
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Multiple registrations of 4 or more from the same company through October 1, 2003

$225 Members
$275 Non Members
DON’T MISS OUT ON THIS OPPORTUNITY

The Insurance Loss Control Association Conference is giving you the opportunity to save on the cost of registration. **Registration is only $225 if you register by September 12, 2003!** Just complete your registration form and send it in by the deadline. **For groups of 4 or more people registration costs are only $225 each until October 1, 2003.**

Once again, this year’s conference is packed with topics that you can use in the field. Each session will give you information that you can put to practical use!

Highlights for the conference will include:

- Drugs in the Workplace;
- Building a Successful Safety Program;
- Workers’ Compensation Surveys;
- Employee Screening;
- Commercial Heating Systems;
- Building Construction and Classifications;
- Life Safety in places of Assembly and much more!

Our Keynote Speaker will be **Earl Bruce**, former Ohio State Football Coach. In his nine years with Ohio State, he was the best coach in the Big Ten. Earle’s past is filled with toughness, honor, and independence. Earl will share his experiences in his presentation titled “A Winning Attitude”.

Join us in Columbus. For more information visit [www.insurancelosscontrol.org](http://www.insurancelosscontrol.org)

SPONSORSHIP OPPORTUNITIES ARE STILL AVAILABLE

**ILCA Annual Conference, October 20-22, 2003, Columbus, Ohio.** Two and a half day seminar for loss control managers, loss control staff and P & C underwriters. Anticipated attendance is 80-100.

**Evening Reception - $1000 each – 1 hour, Available Monday and Tuesday Evening.**
Includes: Announcement at reception regarding your company, signage, thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, **encouraged to have small logo giveaways** and all the possible contacts you can create by networking. Evening Reception sponsors will also receive a special mention and a 3.5” x 5” advertisement space in the post conference newsletter. Specifics of receptions to be determined based on hotel procedures.

**Luncheon - $1000 each – 1 hour, Available Monday and Tuesday Afternoon.**
Includes: Announcements before and after lunch, signage, notation and thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, and **encouraged to have small logo giveaways**, and all the possible contacts you can create by networking. Luncheon sponsors will also receive a special mention and a 3.5” x 5” advertisement space in the post conference newsletter.

**Breakfast - $500 each – 1 hour, Available Tuesday and Wednesday Morning.**
Includes: Announcement after breakfast regarding your company, signage, notation and thank you in conference agenda, on-line agenda link to your website, table for materials and printed materials, and **encouraged to have small logo giveaways**, and all the possible contacts you can create by networking.

**Sponsorship opportunities are on a first come, first serve basis. Sponsorship payments must be received no later than September 15, 2003. If payments are not received by that date, mention in the conference agenda and signage can not be guaranteed.**

Contact Stig Ruxlow for sponsorship applications, 309-266-0024 or sruxlow@kuhlco.com
### Monday, October 20, 2003

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 8:00 – 8:30 a.m. | Registration and Continental Breakfast  
Provided by Brotherhood Mutual                                      |
| 8:45 – 9:45 a.m. | “A Winning Attitude”  
Experiences in coaching college football and how that philosophy relates to our daily work.  
Coach Earle Bruce (retired)  
Ohio State University     |
| 9:45 – 10:00 a.m. | Break  
Provided by US Reports                                              |
| 10:00 – 11:15 a.m. | Drugs in the Workplace  
The problem of drugs in the workplace and how to identify potential labs where drugs may be processed.  
Speaker to be Announced  
U. S. Drug Enforcement Agency |
| 11:30 a.m. – 12:30 p.m. | Lunch  
Provided by ILCA                                                   |
| 12:30 – 1:45 p.m. | Building a Safety Program  
The key requirements for a safety program in the small to medium size business.  
Stig Ruxlow, CSP  
Risk Management Consultant  
Kuhl & Company                                      |
| 1:45 – 2:00 p.m. | Break  
Provided by Kuhl & Company Insurance                              |
| 2:00 – 4:00 p.m. | Workers Compensation Surveys  
The mechanics of conducting the workers compensation survey.  
Speaker to be Announced  
Ohio Workers Compensation Bureau                      |
| 4:30 – 5:30 p.m. | Reception  
Provided by ILCA                                                   |
| 5:30 p.m. | Dinner on Your Own                                                    |

### Tuesday, October 21, 2003

<table>
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<tr>
<th>Time</th>
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| 8:00 – 8:30 a.m. | Continental Breakfast  
Provided by ILCA                                                      |
| 8:30 - 9:45 a.m. | Employee Screening  
Definition and advantage of employee screening, how to review an application, what can be checked, obtaining the employee release, and other background checks.  
Jim Sniegocki, Consultant  
American Background Information Services |
| 9:45 – 10:00 a.m. | Break  
Provided by State Farm Insurance                                     |
| 10:00 – 11:30 a.m. | Heating Systems  
The basics of surveying the common heating systems found in commercial buildings.  
Speaker to be Announced  
Hartford Steam Boiler |
| 11:30 a.m. – 12:00 p.m. | ILCA Business Meeting  
We encourage all members to attend this meeting and be involved in decisions that affect the Association. At this time, we will also pass the gavel to the 2003 - 2004 incoming President. |
| 12:00 – 1:15 p.m. | Lunch  
Provided by ILCA                                                   |
| 1:15 – 2:30 p.m. | Breakout Sessions  
Session I: The Loss Control Survey  
The basics of preparing for the survey, review of information provided by the underwriter, and what to do when you get to the account. This will cover both property and casualty considerations.  
Bruce Ayrton, CSP, ARM, ALCM  
Bruce E. Ayrton, Inc  
Inspections and Loss Control Services |
Session II: Building Construction
The basic classes/types of building construction
Steve Laskowski, CIC
President
eLossControl.com, Inc.

1:15 – 2:30 p.m.
Breakout Sessions Continued

Session III: Standards for Recreational Challenge Courses
The basic voluntary standards that apply to the various types of recreational challenge courses such as climbing wall, rope courses, etc.
Speaker to be Announced
Association for Challenge Courses
ACCT

2:30 – 2:45 p.m.
Break
Provided by Pat Allen Associates, Inc.

2:45 – 4:00 p.m.
Repeat of Breakout Sessions

Session I: The Loss Control Survey
The basics of preparing for the survey, review of information provided by the underwriter, and what to do when you get to the account. This will cover both property and casualty considerations.
Bruce Ayrton, CSP, ARM, ALCM
Bruce E. Ayrton, Inc
Inspections and Loss Control Services

Session II: Building Construction
The basic classes/types of building construction
Steve Laskowski, CIC
Operations Manager
Charles A. Hock & Assoc.

Session III: Standards for Recreational Challenge Courses
The basic voluntary standards that apply to the various types of recreational challenge courses such as climbing wall, rope courses, etc.
Speaker to be Announced
Association for Challenge Courses
ACCT

4:00 p.m.
Participants On Their Own for Evening/Dinner

Wednesday, October 22, 2003

8:00 – 8:30 a.m.
Continental Breakfast
Provided by ILCA

8:30 – 10:15 a.m.
Life Safety for Assembly
Focus is on restaurants, nightclubs, etc.
As the result of the recent Rhode Island and Chicago clubs disasters – what needs to considered for construction, interior finishes, pyrotechnics, exits – capacity and evacuation
Speaker to be Announced
City of Columbus Fire Dept
Licenses & Inspections

10:15 – 10:30 a.m.
Break
Provided by US Reports

10:30 a.m. – 12:00 p.m.
UL 300, NFPA 96 & Other Restaurant Fire Protection
Information on the requirements of the 2001 edition of NFPA 96 including the UL 300 automatic extinguishing system.
Speaker to Be Announced
Columbus Fire Department
Columbus, OH

12:00 p.m.
Conference Concludes

1:30 – 4:30 p.m.
CFPS Examination
The Certified Fire Protection Specialist (CFPS) examination is a formal recognition of a level of expertise in fire protection and prevention. This open book, 3-hour examination is offered by the National Fire Protection Association (NFPA).
Proctor: Dan Finn
Insurance Loss Control Association
### ILCA Conference Registration

#### Registration Information:

<table>
<thead>
<tr>
<th>Company/Affiliation</th>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
</table>

#### Method of Payment (Payment is due with registration form.)

- Please Check One: Enclosed is Check #_________ payable to NAMIC (in U.S. Dollars)
- Charge to the following card: MC VISA AMEX Discover
- Card Number: ____________ Expiration Date (Month, Year): ____________
- Signature (Credit card registrations only): ____________________

#### Grand Total Due

Please indicate any special needs

#### Confirmation

You will receive a letter of confirmation approximately 10 days following receipt of your registration. If you have any questions regarding the conference, please call (317) 875-5250.

#### Cancellations

Cancellations made 10 or more working days prior to the start of the seminar are 100% refundable. Cancellations made less than 10 working days prior to the start of the seminar are 50% refundable. Refunds will not be granted after the seminar has begun.

#### Accommodation

In accordance with Title III of the Americans with Disabilities Act, we invite all registrants to advise us of any disability and any requests for accommodation to that disability. Please submit your request as far in advance of the program.

#### What to Wear

The suggested dress code for this meeting is business casual.

#### Return Completed Form and Fee To:

ILCA
P.O. Box 68700
Indianapolis, IN 46268-0700
Phone (317) 875-5250 Fax (317) 879-8408

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### Concurrent Workshop Selection (Please indicate your breakout session selections.)

**Tuesday, October 21**

1:15 p.m. - 2:30 p.m.

- **Session 1**
  - The Loss Control Survey
  - Bruce Ayrton
  - Inspection and Loss Control Services

- **Session 2**
  - Building Construction
  - Steve Laskoski
  - Charles A. Hock & Assoc.

- **Session 3**
  - Standards for Recreational Challenge Courses
  - Speaker To Be Announced
  - Association for Challenge Courses

2:45 p.m. - 4:00 p.m.

- **Session 1**
  - The Loss Control Survey
  - Bruce Ayrton
  - Inspection and Loss Control Services

- **Session 2**
  - Building Construction
  - Steve Laskoski
  - Charles A. Hock & Assoc.

- **Session 3**
  - Standards for Recreational Challenge Courses
  - Speaker To Be Announced
  - Association for Challenge Courses
Proposed Articles of Association Amendments

The executive committee would like to present the following amendments for the membership to consider. In accordance with Article IX of the bylaws, the bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of a quorum of the membership, provided however that notice of the proposed changes have been published to the membership at least thirty (30) days prior to such regular meeting.

A quorum of the membership is defined in Article VIII of the bylaws as follows: “A quorum for the transaction of business or the election of officers at any meeting of the Association shall be at least twenty (20) active members present at the meeting.”

Objections to any changes in these Articles may be filed in writing to the Association's Secretary, who shall state these objections to the meeting before any vote on them is taken. Objections should be submitted in writing to:

ILCA Secretary
c/o Ms. Corene Carson
3601 Vincennes Rd.
Indianapolis, IN 46268

The following amendments will be presented to the membership to vote upon during the Annual Business Meeting held during the Annual Conference in Columbus, Ohio on October 21, 2003. Underlined items reflect additions, strikethrough items reflect deletions.

Article V: Duties of Officers

Section 5.3: 
*Second Vice President*

This officer shall assume the duties of the First Vice President when that officer is unable to act or is absent and she shall be in charge of all publicity and membership activities of the Association. This officer shall be an ex-officio member of the Membership Committee. This officer will also be responsible for a back-up speech, coordination of web site activities and coordination of all newsletter articles and activities, and technical articles for the newsletter.

Section 5.5: 
*Financial Secretary*

This officer shall keep an accurate record of the membership, showing names, company affiliation, address, dates of membership and withdrawal. This officer shall collect monies due the Association and shall make such disbursements as are proper. This officer shall send out notices to the membership of dues payments. This officer will also be responsible for the coordination of the membership directory compilation, printing and distribution. This officer shall be an ex-officio member of the Membership Committee.

Article X: Liaison and Control

Section 10.3: 

The Association, under the direction of the Second Vice President, shall assist the National Association of Mutual Insurance Companies or any other designee of the executive committee in publishing the "Association Newsletter." The Association will reimburse the National Association of Mutual Insurance Companies or any other designee of the executive committee for the cost of compiling, laying out, publishing and distributing the newsletter to members of the Association.

Article XII: Indemnification

Section 12.1: 

The Insurance Loss Control Association will indemnify the officers, employees and agents of the corporation as and to the extent permitted under any applicable statutes of the State of Illinois or any other applicable jurisdiction.

Section 12.2 

The Insurance Loss Control Association will indemnify, defend and hold harmless it’s officers, employees and agents from and against any and all liability, loss, expense (including reasonable attorney’s fees), or claims for injury or damages arising out of the
performance of their duties as an officer, employee or agent (other than an action or suit
by or in the right of the Insurance Loss Control Association), and if they have acted in
good faith and in a manner he or she reasonably believed to be in, or not opposed to, the
interests of the Insurance Loss Control Association and with respect to any criminal
action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.
The termination or settlement of any action, suit or proceeding will not create a
presumption that the person did not act in good faith or in a manner that was unlawful.

Section 12.3 The Insurance Loss Control Association may purchase and maintain insurance on behalf
of any person who is or was an officer, employee or agent of the corporation, to cover
any liability asserted against him or her and incurred by him or her in any such capacity,
or arising by virtue of his or her status and duties as an officer, employee or agent of the
Insurance Loss Control Association.

This constitutes a revision of the Articles of Association as constituted Aug. 1-2, 1932 and revised April
All ILCA Conference participants will receive complimentary parking in the EAST Surface Parking Lot located at the corner of Nationwide and Fourth Streets that is located about half a block away from the Hyatt Regency Hotel. This will be the only lot reserved for ILCA Conference participants to receive complimentary parking.

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