



# TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM

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## Texas Emergency Services Retirement System (TESRS)

### LOCAL CONTRACT – COMPLIANCE CHECKLIST

- 1 Does the Department provide at least 48 hours of training per calendar year?  Yes  No
  
- 2 Earning Qualified Service
  - a. Tracking training attendance (20 hours of training annually)?  Yes  No
  - b. Tracking attendance at emergency events (25% annually as defined by Local Board)?  Yes  No
  
- 3 Local Board
  - a. Does the Local Board meet at least 4 times annually?  Yes  No
  - b. Are public notices of meetings posted at least 72 hours in advance?  Yes  No
  - c. Are annual elections for chair, vice-chair and secretary held no later than January 31<sup>st</sup>?  Yes  No
  - d. Are written minutes of meetings reviewed and approved by the Board?  Yes  No
  
- 4 Local Board Membership
  - a. Is one member of the board selected by the political subdivision?  Yes  No
  - b. Are three active volunteers elected by the volunteers?  Yes  No
  - c. Are two members who are representatives of the community chosen by the other members of the board?  Yes  No
  - d. Are board terms of service staggered with three members serving one-year terms and three members serving two-year terms?  Yes  No
  
- 5 Membership Reconciliation Report
  - a. Is the MRR reviewed, updated, and approved by either the Chairman of the Local Board or the Head of the Department?  Yes  No
  - b. Is the MRR printed, signed, and submitted to TESRS no later than 5 days prior to the end of the quarter?  Yes  No
  
- 6 Annual Report
  - a. Is the Annual Report generated, completed, and reviewed by the Local Board at an official meeting of the Board?  Yes  No
  - b. Is the Annual Report submitted electronically in the system?  Yes  No
  - c. Is the Annual Report printed, signed, and submitted to TESRS no later than January 31<sup>st</sup>?  Yes  No