

TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM
FORM 602A - ANNUAL REPORT OF LOCAL BOARD MEMBERSHIP AND AUTHORIZED USERS

1. LOCAL BOARD OFFICERS: **The Chief/Designated Participating Department Head cannot be the Chairman**			
DEPARTMENT NAME:		DATE OF ELECTION:	
NAME OF CHAIRMAN:			
NAME OF VICE-CHAIRMAN:			
NAME OF SECRETARY:			

2. LOCAL BOARD MEMBERSHIP: **Review attached instructions for Local Board membership requirements**			
TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2021	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2021	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2021	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2022	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2022	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

TERM:	Name:	Phone:	
BEGIN DATE: 3/1/2020	Address:	City/State/Zip:	
END DATE: 2/28/2022	E-mail:		
	REPRESENTS:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Government <input type="checkbox"/> Community

3. AUTHORIZED USERS:			
<ul style="list-style-type: none"> Authorization Period: 3/1/2020 to 2/28/2021 Each Authorized User will receive a TESRS Confidentiality/Access Agreement via DocuSign® for e-signature. 			
Name :		E-mail:	
Name :		E-mail:	

4. CERTIFICATION AND SIGNATURE			
Signature:	X	Date:	
	LOCAL BOARD CHAIR		PRINTED NAME
Signature:	X	Date:	
	LOCAL BOARD SECRETARY		PRINTED NAME

FAX TO 512-936-3480

E-MAIL TO: benefitsteam@tesrs.texas.gov

TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM

INSTRUCTIONS: Form 602A – Annual Report of Local Board Membership and Authorized Users

➤ READ INSTRUCTIONS BELOW BEFORE YOU BEGIN TO COMPLETE Form 602A

- If completing the form as a fillable PDF, type and complete all information. Save the form.
 - Print and fax the completed form to TESRS at 512-936-3480, or
 - Email the completed form to benefitsteam@tesrs.texas.gov .
- If completing by hand, print the form and complete all information in ink.
 - FAX the completed form to TESRS at 512-936-3480, or
 - Scan the completed form and email to benefitsteam@tesrs.texas.gov .

OVERVIEW:

State law requires participating departments to establish and maintain a six-member Local Board to provide local oversight and support for the retirement system. Local Board membership is determined as follows:

- Three (3) board members represent the participating department. These three are active members of the participating department who are members of the retirement system and who are elected by majority vote by the members of the participating department who are members of the retirement system.
- One (1) board member represents the political subdivision (city, county, Emergency Services District, etc.). This member is selected by the governing body of the political subdivision to represent the political subdivision's interests, such as the monthly contribution charges.
- Two (2) board members represent the community. These two members are chosen by the other four member of the Local Board and represent the interests, such as supporting the department's participation in the retirement system.

Local Board members must serve staggered, two-year terms. Form 602A is designed to manage membership by term dates and initiate two-year staggered terms. Upon the pending expiration of a board member's term, the position is filled by the same method it was originally filled. Also, if a board member resigns from the Local Board, the vacancy is filled for the remainder of the unexpired term by the same method by which the position was originally filled. A Local Board member may be elected, selected, or chosen to serve a subsequent term.

FORM 602A - INSTRUCTIONS:

SECTION 1 – LOCAL BOARD OFFICERS:

State administrative rules require a Local Board to elect a chair, vice-chair, and secretary no later than the last day of February of each calendar year.

- State administrative rule also prohibits the department’s Chief or designated participating department head from serving as the Local Board Chair.
 - Enter the name of the department, the date of the election of officers (Local Board meeting date), and the names of the elected Local Board officers effective March 1, 2020.

SECTION 2 – LOCAL BOARD MEMBERSHIP:

By an objective method, such as the drawing of lots, determine three Local Board members to serve on the board from 3/1/2020 to 2/28/2021 and three to serve from 3/1/2020 to 2/28/2022.

- Enter the information for each Local Board member determined to serve a one-year or a two-year term.

TESRS must have accurate information to communicate with Local Board members and officers about required reports, statutory compliance, and retirement system policies and procedures.

- Complete all contact information, including an accurate, unduplicated email address, for each Local Board member.
- Do not use the same information, such as address, phone, and email address, for board members.

As stated in the Overview, the six-member Local Board is comprised of three active members of the department who are members of the retirement system and represent the department, one representative who represents the political subdivision (government), and two who represent the community.

- Check the member’s representation role on the Local Board.

SECTION 3 – AUTHORIZED USERS:

State administrative rule requires that the Local Board designate at least two (2) users who are approved by the Local Board to have access to the participating department’s information in the retirement system’s online database.

The User Confidentiality Agreement process has changed and signatures will be obtained electronically using DocuSign®. Ensure that you provide the name and an active, accurate, unduplicated email address for each online user approved by the Local Board.

- Enter the name and accurate email address for each person approved by the Local Board effective March 1, 2020 as an on-line authorized user to have access to department information in the TESRS On-line Database (TOL).

SECTION 4 – CERTIFICATION AND SIGNATURE:

The Local Board Chair and the Local Board Secretary must sign the form. Include the printed name and the date of each Local Board officer that signed the form.