

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT**  
**POST-RETIREMENT TRUST**  
**BOARD OF TRUSTEES MEETING**  
January 29, 2019

**Those Present:**

Chairman Ben Sharit

Vice-Chairman Chuck Salerno

Secretary/Treasurer Bill Johnson

Trustee Scott Baker

Trustee Scott Vandover

Office Manager Kate Warner

**1. Call to order.**

The meeting was called to order at 9:00 am by Chairman Sharit.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Vandover.

**3. Roll call.**

Trustees Baker, Johnson, Sharit (via phone), Salerno and Vandover were all present. Quorum confirmed.

**4. Approval of agenda.**

A motion was made by Trustee Baker to approve the agenda, seconded by Trustee Vandover. Motion carried 5-0.

**5. Public Comment:**

None.

**6. For Possible Action: Approval of Consent Calendar.**

- a. Approval of Minutes 10/22/18
- b. Quarterly Expense Report

A motion was made by Trustee Salerno to approve the consent calendar, seconded by Trustee Vandover. Motion carried 5-0.

**7. For Possible Action:**  
*Consent Calendar moved forward.*

None.

**8. Report:**  
***Discussion and possible action to accept the Post Retirement Trust Plan Return of Organization Exempt from Income Tax Filing (Form 990 & 990T) for December 31, 2017 prepared by EideBailly.***  
Chairman Sharit

Trustee Johnson clarified that the numbers on these forms match the numbers from the audit, they are just presented differently. It was filed right at the deadline, so he apologized to the Trustees that review time was restricted; we need to be more prompt in the future as to avoid filing an extension. No major changes are expected, so it should go quicker. No vote required.

**9. Report:**  
***Discussion of the Financial Statements – December 31, 2017 prepared by EideBailly.***  
Chairman Sharit

Trustee Johnson noted that the auditors gave the Trust a clean opinion. The report does include the comment noting that the auditors prepare and audit the financial statement. EideBailly notes the recommendation that the Trust should have an accountant on staff to prepare the financial statements, so that all they need to do is audit them. However, that is cost prohibitive for the fire district and the Trust; and especially challenging to stay abreast of all the changes with GASB. Trustee Johnson said the board should anticipate the recommendation every year. Warner and Johnson provide all the documentation for EideBailly and auditors prepare the report according to the accounting standards required.

Trustee Baker also noted that the fire district went out to bid (RFP) for our accounting services and we have done our due diligence with what is available in our market to meet our needs.

**10. Report:**  
***Update on the 2019 Insurance Benefits***  
Trustee Baker

Trustee Baker announced that there were no changes in the carriers or plans for the members. The Insurance Committee worked with the brokers and we were able to lower costs slightly overall. Currently working with the Broker on an insurance strategic plan for the future.

**11. Report:**  
**Treasurer's Report**  
Secretary-Treasurer Johnson

Trustee Johnson confirmed the receipt of the auditor's invoice for the financial statements and audit which was about \$10,000; a little bit higher than in the past. There is crossover information by using the same auditor for both the fire district and the Trust. Invoices are being paid weekly and equal transfers quarterly to cover those expenses.

**12. For Possible Action:**  
**Discussion and possible action on 2019 budget and funding schedule.**  
Trustee Baker

The Trust Plan requires that a budget be submitted annually to the fire district. Warner prepared an estimated cost and rolled that into the budget presented. This has been our practice in the past and this approval will formalize it. Warner noted that bank fees are high, and we did negotiate with our bankers who explained all the itemized fees. We are not able to reduce the expense; however, we were able to add fraud protection at no additional cost.

Chairman Sharit called for the vote to accept the proposed budget and funding schedule. (Procedures were inadvertently overlooked by all-motion & second.) Motion approved 5-0.

**13. For Possible Action:**  
**Discussion and possible action to approve the 2019 Post-Retirement Trust Board Meeting Schedule.**  
Chairperson Sharit

Trustee Baker noted that the schedule was changed from a standard day of the month, but coordinates with an A-shift day either on their shift or getting off their shift for the active Trustees. A motion was made by Trustee Vandover to approve the consent calendar, seconded by Trustee Johnson. Motion carried 5-0.

**14. Discussion on future agenda topics. No action will be taken.**  
Chairperson Sharit

Agenda:  
Updated budget

**Confirm next meeting, Friday, May 3, 2019 @ 0900 and possible agenda items.**

***Adjourn.***

The meeting was adjourned at 9:48 am.

The meeting was recorded.

**Kate Warner  
Office Manager  
Tahoe Douglas Fire Protection District**

Approved 10-30-19