

**ANNUAL
REPORT OF THE OFFICERS
FIRE DISTRICT NO.2**



**TOWN OF SOUTH HADLEY
MASSACHUSETTS
July 1, 2011 through June 30, 2012**

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REPORT OF THE OFFICERS
FIRE DISTRICT NO.2



TOWN OF SOUTH HADLEY
MASSACHUSETTS

July 1, 2011 through June 30, 2012

TABLE OF CONTENTS

District Officers and Positions	4
Annual Report of the Prudential Committee	5
Statement of Changes in Financial Position	7
Balance Sheet	8
Report of Appropriation Balances	9
Report of Receipts	11
Prudential Committee, Capital Planning Report	11
District Bonding Report	12
Election Results	13
Annual Report of the Fire Chief	14
Incident Report by Type-Fire Department	16
14 Year Chart of Fire/Rescue/EMS Incidents	17
Annual Report of the Water Commissioners	18
Water Department Summary Report	20
Dry Brook Pumping Station Records	21
By-Laws of the Fire District	22
Picture Gallery	26

DISTRICT OFFICERS

(Name, position, year term expires)

PRUDENTIAL COMMITTEE

RICHARD A.CONSTANT, Chairman 2013
KENNETH J. McKENNA, Clerk 2014
ROBERT LAK, Member 2015

MODERATOR

CHRISTOPHER H. PYLE 2013

WATER COMMISSIONERS

FRANK DeTOMA, Chairman 2014
KATHARINE M. BEDARD, Clerk 2013
DONNA J. RUSSELL, Member 2015

CLERK/TREASURER

SANDRA L. SELKIRK 2013

DISTRICT POSITIONS

FIRE CHIEF

DAVID KEEFE

ASSISTANT FIRE CHIEF

WILLIAM J. SELKIRK

ASSISTANT FIRE CHIEF

TODD A. CALKINS

WATER SUPERINTENDENT

MARK F. AIKEN

ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE

July 1, 2011 through June 30, 2012

Activity within the District continues to be very active. Members of the board have dealt with many issues.

Two issues have taken much of the time and energy of the board, with no resolve as of the end of the fiscal year. In years past, the board has requested financial assistance from Mount Holyoke College for the purchase of a new fire truck. They have responded with a typical \$50,000 gift given over a five year time period, \$10,000 per year. That has always been appreciated and helpful. In 2010 they contracted to gift to the District, \$10,000 to be used for Capital Expenditures. That agreement will end in 2014.

As the responses and responsibility for protecting the students, faculty and grounds of the College has grown in recent years, it was felt by the Board that the College could step up their gift/donation to the District. It is the opinion of this Board that the taxpayers of the District should not carry the entire burden of providing services to the College.

After an initial meeting at which two members of the College staff were present, and were given a tour of the fire department and water department facility, an initial request was made by the Board for assistance. Much information/data was requested of the District by the College to help them in their decision. The College returned a decision to the Board that they would not increase their gift/donation until after 2014 when the current agreement runs out. At that time they would make a consideration. The College was asked to reconsider and multiple meetings were held with both Benjamin Hammond and Kevin McCaffrey from the College. To this date, June 30, 2012 there has been no resolve. At the May District meeting, votes were taken to hire counsel in assistance with this matter and the second issue confronting the Board. The Board stands fast in their feeling that the College should increase their contribution to the District. The Board will continue with their negotiations in the coming year.

The second matter taking much of the Boards time and energy is the question of liability/taxation authority in the area of District 2 in the north end of town which is also in the Town of Granby. That area was annexed into the District back in 19 and 19 during two separate legislative acts. Those acts gave the District authority to tax those residents for the services they were receiving. Some taxpayers in that area are concerned over the dual taxation as they also pay their real estate taxes to the Town of Granby and proportionately to the District. In an attempt to educate everyone and to bring this to some resolve, the Board of Selectmen for the Town of Granby were invited to multiple meetings with the Prudential Committee here. Sadly there was no response until Granby decided to request our attendance at one of their meetings, and then an open meeting was held in Granby to discuss the issue.

This District requested counsel as to the level of liability for the District in that area. A letter is on file stating clearly that we have a definite responsibility/ liability to protect that area with the means offered by this District.

Senator Rosenberg and State Representative Scibak were both informed of the ongoing situation in the area discussed. Letters were also sent to all residents in that area explaining both the history of the annexation and the liability by this District to that area.

Granby requested a great deal of data from the Treasurer's office pertaining to the history of the annexation and the District's budgets. All information was given in a very timely manner. As this issue did not seem to be reaching any resolve, our counsel, James Donahue, was asked to take on this project along with the Mount Holyoke College issue.

As of June 30, 2012, no further meetings were held between the Prudential Committee and the Board of Selectmen of Granby. An amicable agreement is hoped for between the District and the Town of Granby that would result in no great loss to either municipality yet provide the best possible protection/services to residents within the dual boundaries.

For a number of years, property in the North end of Town which is within the Town of South Hadley was not part of the District. Research was done by the Fire Chief and legislation was submitted to the State to annex that property into the District 2 boundaries, thereby providing fire services to that area by the District. As it was, the Town was responsible for payment to the District if fire services were provided within that area, as the Town does not have it's own fire department and relied upon the District to provide such. Both Representative Scibak and Senator Rosenberg were approached for assistance in the annexation and were very successful. On February 29, 2012, the annexation became official. Letters of thanks were sent to both for their help.

Other issues that were handled by the Board include discussions as to how the Board of Water Commissioners could be helped in financing the painting of their Park Street tank, no action has yet been taken on the property at Hockanum Flats, a second source of water supply, and discussions to make the Prudential Committee and the Water Commissioners into a five man board.

The District is in the process of creating its own website which should be very informative to our residents. We have also continued to pursue the placement of a sign for the front/road edge of the fire station. Presently Town regulations do not permit this. A bid was received by T.J. Conway for \$32,500 to replace the aged and failing heating system in the original part of the building. That job has been successfully completed under the guidance of Todd Calkins.

The District budget was greatly assisted by no increase in the health insurance costs to the employees. Discussions to regionalize with area towns for dispatching did not pan out. The cost if the District were to participate was out of our fiscal reach.

This report would not be complete if the Prudential Committee did not recognize the outstanding efforts given by the fire department personnel and the water department personnel during and after the severe snow storm of October 31, 2011. Their efforts were above and beyond their normal duties and as such are to be commended heartily. The storm was immense in size and damage caused. Crews worked to clear roads, with permission of the Department of Public Works, they provided emergency service and the ability to reach all areas within our District. Thank you.

Thanks are to be given too to Fire Chief Keefe for his efforts in maintaining a top notch emergency service fire/ambulance department. Thanks are to be given to Joanne Carbin-Bryan in her position as Administrative Assistant. She's the first person residents greet when entering the offices and always has a smile for them. The Treasurer is to be thanked for keeping the Board on track through all their meetings and providing any necessary paperwork requested. It is also with great pride that the Prudential Committee thanks Walter Selkirk for his services in the Air Force Reserves while he's stationed overseas.

Respectfully submitted,

Ken McKenna, Chairman
Robert Lak, Clerk
Richard Constant, Member

STATEMENT OF CHANGES IN FINANCIAL POSITION

South Hadley Fire District No. 2

July 1, 2011 through June 30, 2012

FIRE AND WATER OPERATING ACCOUNTS

<i>Beginning Balance 7/1/11</i>	\$ 704,694.75
<i>Net Changes</i>	\$ (17,418.09)
<i>Ending Balance 6/30/12</i>	\$ 687,276.66

STABILIZATION FUND NON- SPECIFIED

<i>Beginning Balance 7/1/11</i>	\$ 69,898.44
<i>Net Changes</i>	\$ (58,057.74)
<i>Ending Balance 6/30/12</i>	\$ 11,840.70

STABILIZATION FUND LAND

<i>Beginning Balance 7/1/11</i>	\$ 328,073.94
<i>Net Changes</i>	\$ (22,439.24)
<i>Ending Balance 6/30/12</i>	\$ 301,319.00

OTHER POST EMPLOYMENT BENEFITS STABILIZATION FUND

<i>Beginning Balance 7/1/11</i>	\$ 18,976.62
<i>Net Changes</i>	\$ 4,062.32
<i>Ending Balance 6/30/12</i>	\$ 23,038.94

LAND ACQUISITION STABILIZATION FUND

<i>Beginning Balance 7/1/11</i>	\$ 19,042.44
<i>Net Changes</i>	\$ 94.70
<i>Ending Balance 6/30/12</i>	\$ 19,137.14

FIRE DEPARTMENT VEHICLE STABILIZATION FUND

<i>Beginning Balance 7/1/11</i>	\$ 199,295.78
<i>Net Changes</i>	\$ (12,993.34)
<i>Ending Balance 6/30/12</i>	\$ 186,302.44

WATER DEPARTMENT WATER SYSTEMS IMPROVEMENT STABILIZATION FUND

<i>Beginning Balance 7/1/11</i>	\$ 52,127.16
<i>Net Changes</i>	\$ (6,847.80)
<i>Ending Balance 6/30/12</i>	\$ 45,279.36

WATER DEPARTMENT VEHICLE STABILIZATION FUND

<i>Beginning Balance 7/1/11</i>	\$ 59,925.15
<i>Net Changes</i>	\$ 11,806.41
<i>Ending Balance 6/30/12</i>	\$ 71,731.56

WATER DEPARTMENT TANK STABILIZATION FUND

<i>Beginning/Ending Balance 7/1/11</i>	\$ 21,675.43
<i>Net Changes</i>	\$ 26,777.89
<i>Ending Balance 6/30/12</i>	\$ 48,453.32

AMBULANCE RECEIPTS RESERVED FOR APPROPRIATION

<i>Beginning Balance 7/1/11</i>	\$ 326,992.23
<i>Net Changes</i>	\$ 58,954.84
<i>Ending Balance 6/30/12</i>	\$ 385,947.07

PETTY CASH	\$ 300.00
AMBULANCE DONATIONS	\$ 125.41
TOTAL ALL CASH AND FUNDS	\$1,780,751.60

BALANCE SHEET
South Hadley Fire District #2
June 30, 2012

ASSETS:

Cash		
General Funds	\$432,833.00	
Ambulance Revenues	\$389,448.00	
Water Funds	\$326,468.00	
Trust Funds (Stabilizations)	\$632,003.00	
Total		\$1,780,752.00

Long Term Debt \$1,745,000.00

Outstanding Real Estate-South Hadley	\$ 9,816.00
Outstanding Personal Property-South Hadley	\$ 1,020.00
Outstanding Real Estate-Granby	\$ 16,404.00
Allowance for Abatements (Overlays)	\$ (5,634.00)
Tax Liens	\$ 4,676.00

Ambulance Receivables	\$ 76,427.00
Water Receivables	\$ 10,761.00

TOTAL ASSETS **\$3,639,221.00**

LIABILITIES AND FUND BALANCE:

Liabilities

Long Term Debt (building)	\$ 975,000.00
Long Term Debt (Water Dept.)	\$ 635,000.00
Long Term Debt (ambulance)	\$ 135,000.00
Payroll Withholdings	\$ 2,024.00
Tailings	\$ 977.00
Deferred Revenue	
Property Taxes	\$ 21,605.00
Other	
General fund	\$ 4,676.00
Ambulance outstanding	\$ 76,427.00
Water outstanding	\$ 10,761.00

TOTAL LIABILITIES **\$1,861,470.00**

Fund Balances

Reserved for:

Encumbrances and continuing appropriations (General)	\$ 147,344.00
Encumbrances and continuing appropriations (Water)	\$ 64,598.00
Subsequent Years Expenditures (General)	\$ 88,200.00
Subsequent Years Expenditures (Water)	\$ 109,670.00

Undesignated, reported in:

General Fund	\$ 194,288.00
Ambulance Revenue	\$ 389,448.00
Water Fund	\$ 152,200.00
Trust Funds (Stabilizations)	\$ 632,003.00

TOTAL FUND BALANCE **\$1,777,751.00**

TOTAL LIABILITIES AND FUND BALANCE **\$3,639,221.00**

REPORT OF APPROPRIATION BALANCES
South Hadley Fire District No.2
June 30, 2012

ART #	ARTICLE	APPROPRIATION	RECEIPT	EXPENDED	BALANCE
2	Salary Account	\$96,970.00		\$ 96,595.20	\$374.80
3	Maintenance of Station	\$39,025.00		\$36,110.58	\$2,914.42
4	FF Association	\$600.00		\$600.00	\$ -0-
5	Printing, Election And Other Exp.	\$12,330.00		\$11,609.27	\$720.73
	WD Banking fees	\$500.00		\$442.39	\$57.61
6	Audit Account	\$6,000.00		\$6,000.00	\$ -0-
7	District Insurance	\$141,055.00		\$128,109.55	\$12,945.45
8	Tax Collectors & Assessors Salaries	\$5,423.00		\$5,423.00	\$ -0-
9	Hampshire County Retirement Sys.	\$140,210.00		\$137,538.00	\$2,672.00
10	Reserve Fund	\$10,000.00		\$312.13	\$9,687.87
12	Capital Improvements Carryover F13	\$40,000.00 \$6,697.28		\$9,388.88	\$5,058.40 \$32,250.00
14	FD Equipment Carryover Carryover F11 Carryover F13	\$40,000.00 \$580.00 \$9,500.00	\$1,140.00	\$41,888.60	\$376.40 \$8,955.00
15	FD Maintenance	\$10,000.00		\$10,312.13	(\$312.13)
16	FD Payroll	\$562,365.00	\$13,837.02	\$508,083.53	\$68,118.49
17	Fire Chief Exp.	\$4,940.00		\$2,490.72	\$2,449.28
18	FD Miscellaneous Expenses Carryover F13	\$34,760.00		\$18,042.58	(\$46.76) \$2,055.36
19	FD Alarm System Carryover F12 Carryover F13	\$9,900.00 \$8,200.00		\$14,381.87	\$1,356.13 \$2,362.00
20	OPEB Fund	\$-0-			\$ -0-
21	WD Maintenance Carryover F12	\$140,385.00 \$3,466.17		\$131,899.17	\$12,324.30
22	WD Salaries	\$219,390.00		\$212,835.22	\$6,554.78
23	WD Capital Proj. Carryover F12	\$-0- \$32,652.81			\$32,652.81
23-1	Tank Painting Carryover F12	\$116,625.38		\$92,681.87	\$20,943.51
24	WD Consulting	\$10,000.00			\$

ART #	ARTICLE	APPROPRIATION	RECEIPT	EXPENDED	BALANCE
25	WD Insurance	\$86,526.00		\$81,397.80	\$5,128.20
27	Professional Services Carryover F12	\$500.00		\$3,270.24	\$(2,770.24)
29	FD Vehicle Stab.	\$20,000.00		\$20,000.00	\$-0-
30	District Bond	\$119,100.00		\$119,100.00	\$-0-
31	Grant Subsidy	\$25,000.00		\$-0-	\$25,000.00
33	Stabilization Fund	\$5,000.00		\$5,000.00	\$ -0-
34	Contract Services	\$-0-			\$-0-
35	WD Bond	\$68,350.00		\$68,350.00	\$-0-
36	WD Vehicle Stabilization	\$10,000.00		\$-0-	\$-0-
51	Tank Stabilization Fund	\$26,826.00		\$26,826.00	\$-0-
Ambulance	Appropriated Carryover F13	\$162,463.00 \$4,562.16		\$143,345.70	\$23,679.46
	Amb Emerg.Purchase	\$170,000.00		\$169,094.00	\$906.00

SOUTH HADLEY FIRE DISTRICT NO.2
REPORT OF RECEIPTS/GENERALIZED
July 1, 2011 through June 30, 2012

Real Estate and Personal Property Tax	\$ 910,646.34
Permits/Fire Department	\$ 4,735.00
Hampshire County insurance pymts/Retirees	\$ 7,282.81
Interest on Vendor Account	\$ 370.54
Interest on Payroll Account	\$ 128.90
Interest on District MMKT Account	\$ 203.19
Interest on Water Commissioners Accounts	\$ 3,272.51
Miscellaneous Receipts to Vendor Account	\$ 38,804.37
(Receipt details for the Water Department are on the Water Department Summary Report)	

PRUDENTIAL COMMITTEE
CAPITAL PLANNING REPORT

At the present time there are no Capital purchase or improvement plans for the District building or fire department. The replacement of the old heating unit will be completed in the coming year.

The Board continues to keep a close eye on the Stabilization Fund for Fire Department Vehicle purchases. It is realized that in the near future at least one of the present fire trucks will need to be replaced. The ongoing, careful maintenance of the fleet continues to aid in their longevity of service.

FIRE DEPARTMENT VEHICLE REPLACEMENT STABILIZATION

(history)

July 1, 2009	\$ 139,006.77
Interest 6/30/2009	\$ 360.89
Transfer from Pension Reserve Account	\$ 10,000.00
Appropriation to account Fiscal 2010	\$ 2,000.00
Interest earned 2010	\$ 2,455.19
Purchase of Ambulance (from D1)2009	\$ (8,000.00)
Appropriation to account Fiscal 2011	\$ 12,107.15
Appropriation to account Fiscal 2011	\$ 19,283.00
Appropriation to account Fiscal 2012	\$ 20,000.00
Appropriation from account Fiscal 2013	\$ (15,000.00)
Interest	<u>\$ 1,842.86</u>
Balance 6/30/2012	\$ 186,302.44

DISTRICT BOND REPORT

BUILDING PORTION

Original Bond amount		\$1,897,155.00
Payment 2008	\$129,495.00	\$1,767,660.00
Payment 2009	\$128,550.00	\$1,639,110.00
Payment 2010	\$125,400.00	\$1,513,710.00
Payment 2011	\$122,250.00	\$1,391,460.00
Payment 2012	\$119,100.00	\$1,272,360.00

WATER DEPARTMENT PORTION/CAPITAL IMPROVEMENTS

Original Bond amount		\$1,212,589.83
Payment 2008	\$79,109.83	\$1,133,480.00
Payment 2009	\$78,600.00	\$1,054,880.00
Payment 2010	\$71,710.00	\$983,170.00
Payment 2011	\$70,030.00	\$913,140.00
Payment 2012	\$68,350.00	\$844,790.00

(This schedule has been updated to reflect the principal and interest due on each portion of the overall debt.)

All preceding financial reports respectfully submitted,
Sandra Selkirk, Clerk/Treasurer

**SOUTH HADLEY DISTRICT No.2
ELECTION RESULTS
June 5, 2012**

Moderator (1 year)

Christopher Pyle	31 votes/elected
Blanks	0

Prudential Committee (3 years)

Robert Lak	23votes/elected
Terry Sugrue	1
Mark Aiken	1
Blanks	6

Water Commissioner (3 years)

Donna Russell	29 votes/elected
Blanks	2

Total voided ballots	0
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Respectfully submitted,
Sandra Selkirk,
Clerk/Treasurer

SOUTH HADLEY FIRE DISTRICT NO. 2
REPORT OF THE FIRE CHIEF
July 1, 2010 through June 30, 2011

The fiscal year 2012 was another busy period for the South Hadley Fire District No.2, Fire Department.

Below is a chronological listing of significant events during the fiscal year:

July 2011

- The ambulance that had been purchased from Fire District No.1 in 2009 did quite a good job for us for the first two years of our ambulance service thanks to our Firefighter / Mechanic Greg Curtis. He was able to keep the used ambulance running as a front line ambulance for two years giving the District a chance to build up two years of revenue. During an emergency call the ambulance transmission began to fail; fortunately we were able to complete the call without incident. Our neighbors and partners, Fire District No.1, let us borrow one of their three ambulances while we made an emergency purchase of a new ambulance for District No.2.

August 2011

- The new Horton four wheel drive ambulance was put into service for District No.2.
- A new complete set of Jaws or rescue equipment was put into service in District No.2.
- Chief Keefe continues discussions with neighboring communities and public safety agencies regarding the possibility of regional dispatch for District No.2.

September 2011

- The annexation bill to annex the tract of land along the mountain range from Rt. 116 to Rt. 47 bordering Granby, Amherst, and Hadley is passed in the state legislature thanks to the efforts of Representative John Scibak and State Senator Stanley Rosenberg.
- Ryan Moore is appointed as a permanent full time Firefighter with the fire department.
- Michael O'Neill is appointed as a permanent part time Firefighter with the fire department.

October 2011

- On October 7, 2011 Governor Deval Patrick signs the annexation bill bringing the above described portion of South Hadley into the boundaries of District No.2.
- The fire department purchases new furniture for the fire department radio room, and replaces used furniture and radio control components that had been in the room since 1963.
- District No.2 begins to talk about having a District web site, and Firefighter Curtis agrees to start the process.
- New England experiences a large snow storm that hits South Hadley hard. Every street in the Fire District is blocked with downed trees, utility wires, and very heavy snow. The entire region to include South Hadley is without power for several days.

November 2011

- District No.2 as well as the entire region is recovering from the storm, and we are just beginning to tally up the expenses incurred from the significant snow storm event. District No.2 is expected to receive reimbursement in the vicinity of \$8,000 from FEMA for storm related expenses. Firefighter Greg Curtis will working with FEMA to compile the necessary information, and submit all claim forms.

January - June 2012

- The District No.2 Fire Department works with two Mount Holyoke College students to secure scholarship money for college tuition at Mount Holyoke for this school year. The scholarships are awarded to the Mount Holyoke Students totaling nearly \$10,000,

renewable each year that they continue their studies at Mount Holyoke provided that they also work part time with the District No.2 Fire Department. The scholarships are provided by the Massachusetts Call & Volunteer Firefighters Association.

- Chief Keefe and fire department personnel work with the Prudential Committee to help the College to understand the depth of services provided to the College by the District in the way of fire suppression, ambulance services, code enforcement, life safety inspections, and planning assistance.
- The fire department and ambulance service continue to be busy through the remainder of the fiscal year.

Year in summary:

The Fiscal Year 2012 was a very busy year for the District No.2 Fire Department both in emergencies responded to, as well as other issues that the District is dealing with. The year started off with a significant vehicle failure that was quickly and efficiently dealt with thanks to everyone working together. I would like to thank Firefighter / Mechanic Greg Curtis for all of his hard work, the Prudential Committee for their quick action to empower the Fire Chief to purchase a new ambulance utilizing the emergency purchase process. We were able to purchase a demo vehicle that was the perfect ambulance for District No.2, and at a discounted price. I also need to thank Fire District No.1 for immediately letting us borrow one of their three ambulances to keep us in service while we purchased a new ambulance and brought it on line.

In September Chief Keefe working with the guidance of the Prudential Committee, and the assistance of the Town of South Hadley, Attorney Edward Ryan, Representative John Scibak, and State Senator Stanley Rosenberg were successful in having legislation passed and signed by the Governor to extend the boundaries of the District annexing the most northern section of South Hadley bordering Granby, Amherst, and Hadley into District No.2. This action will resolve the authority having jurisdiction issue regarding the area that District No.2 has always served. For the first time all land in South Hadley is in one Fire District or the other ensuring proper fire and rescue services, as well as ambulance service to the entire town by the Districts. This annexation was a great deal of work over a two year period by all involved, and required a team effort. Chief Keefe would like to acknowledge Representative John Scibak and the staff in his office for working with him to understand what the issue was, and then moving the annexation legislation through the State House to make sure that this legislation moved smoothly through the sometimes very complicated legislative process.

In October the region experienced a devastating snow storm that took out power, and closed every roadway for some time. The District No.2 Fire Department like every other public safety agency in the region was isolated for the first twenty-four hours. This snow storm served to test our backup systems to an extreme level. In District No.2 we were able to react quickly to work with the Town and District No.1 to maintain essential services. The District No.2 Water Department personnel and equipment were dedicated to the Fire Department, and the process of assisting the Town to open roads and clear downed trees and power lines began. This storm served as a test of all public safety and public works personnel to work together when needed. It was very gratifying to see how well everyone worked together during the aftermath of that storm, and to see how we at District No.2 benefited directly because of the recent upgrades made to emergency generators and other backup systems during recent years. Several valuable lessons were learned during the storm that will help us to plan for the future.

The Fire Department seeing the value of the student EMT group at Mount Holyoke College, works during this year to further establish a way to incorporate college student EMTs with the Fire Department Ambulance Service. The college EMTs learn that their experience and work with the Districts ambulance service can help them to further their education in various

fields. Lieutenant Scott Brady of the District No.2 Fire Department continues to work closely with the college and the EMT group to bring the college EMTs into our department, and that effort has begun to show results. Having young women involved in our ambulance service is vital as we have a large number of emergency calls at the women's college in our jurisdiction. The Mount Holyoke College students gain real world experience at the Fire District which will help them to further their education and career goals. Chief Keefe and Lt. Brady see the value of the college student EMTs to the fire department's ambulance service, as well as the value to the college and the students in continuing their studies. A commitment is made by Chief Keefe to the students, to continue to grow the program under the direction of Lt. Brady. In January 2012 two Mount Holyoke College student EMTs with the assistance of the District No.2 Fire Department are awarded nearly \$10,000 in college tuition scholarships granted by the Massachusetts Call & Volunteer Firefighters Association. This effort will continue into the future, and the District will work to help Mount Holyoke College students to further their studies, achieve their goals, challenge their skills, and help secure grants and scholarships.

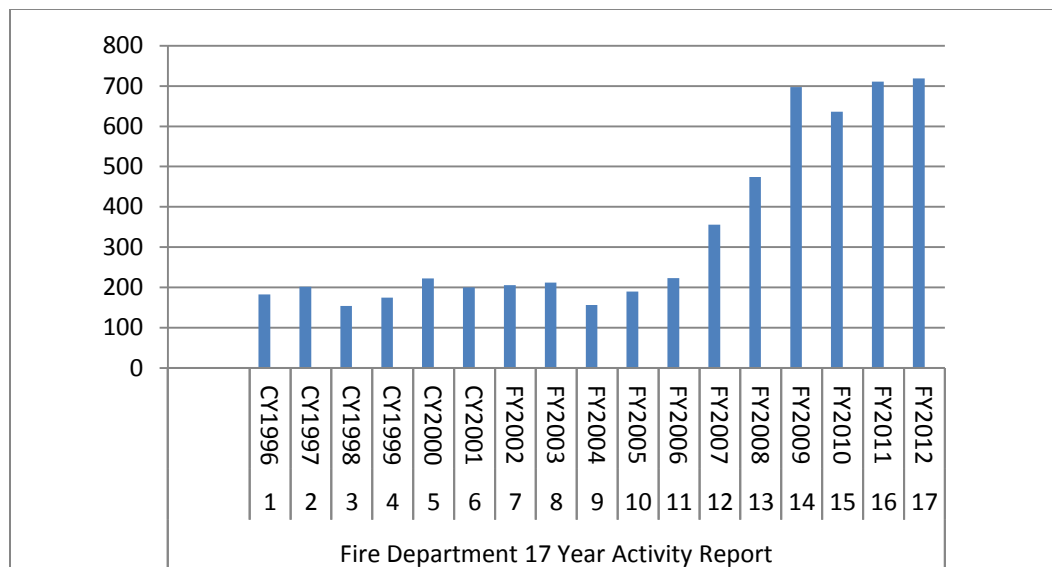
Respectfully submitted,

David A. Keefe
Fire Chief

**SOUTH HADLEY FIRE DISTRICT NO. 2
FIRE / RESCUE / EMS INCIDENTS
BY TYPE**

Incident Type Report (Summary)
July 1, 2011 to June 30, 2012

Incident Type	Number of Incidents
Fire	65
Rescue & Emergency Medical Service	424
Hazardous Condition (No Fire)	36
Service Call	47
Good Intent Call	54
False Alarm & False Call	91
Severe Weather & Natural Disaster	<u>2</u>
Total Emergency Incidents	719



Fire Department 17 Year Activity Report

1	CY1996	183
2	CY1997	202
3	CY1998	154
4	CY1999	175
5	CY2000	222
6	CY2001	200
7	FY2002	206
8	FY2003	212
9	FY2004	156
10	FY2005	190
11	FY2006	223
12	FY2007	356
13	FY2008	474
14	FY2009	697
15	FY2010	636
16	FY2011	711
17	FY2012	719

SOUTH HADLEY FIRE DISTRICT NO. 2
REPORT OF THE WATER COMMISSIONERS
July 1, 2011 through June 30, 2012

For many years it has been the policy of the Water Commissioners to encourage cross training for our field workers. Since our staff is small, when one of them is out for whatever reason it's important that the remaining staff can still fill in. Furthermore, we want to have the more junior staff ready to assume higher levels of responsibilities as the more senior staff move up or retire. In July our newest staff member, Tyler Scheinost, began attending a once-a-week, six-week long instructional class in order to ready him for taking the exam for a grade 2 water system distribution license. He went on to complete that course, pass the examination, and obtain his license.

The summer and fall months saw the completion of the painting work on our Skinner Lane tank. The cell phone antennas were re-mounted by Verizon and Sprint, the access ladder to the top was replaced, and some minor repairs and upgrades were completed at the base of the tank.

In September we leased a backhoe; we used it to do the landscaping work around the newly painted tank and to do some serious excavation work on Woodbridge Street; we switched the water connections for about a dozen customers there, from an old 6" water main to a much newer 12" main, and we added a hydrant.

In October the crew attended a class in order to learn how to handle asbestos properly. But the big event in October, of course, was the snowstorm at the end of the month. The backhoe turned out to be extremely useful for the massive street clearing and digging-out operations that followed that disaster. Our Water Department crew worked for days alongside Fire Department and town Department of Public Works crews to clear the roads and sidewalks.

In February and March, the Water Commissioner discussed the budget and rates for the coming fiscal year. The Commissioners also met with the Prudential Board several times as we finalized both the District and the Water Department budgets. The Commissioners agreed to contribute \$18,000, half the cost of a new administrative and billing software program, to the District budget. We will also be contributing \$1,400 annually for the upkeep on that software system.

In the Spring of 2012, the Department abandoned an old 6" water main on Mosier Street. Our crew disconnected several customers from the old main and ran new connections to them from a newer main. Then the crew cut and capped off the old main. To avoid disturbing the paving and interfering with traffic, the crew used a compressed air-driven "mole" device. This thing burrows from one side of the street to the other under the pavement, and pulls the new water line connection from the water main along with it. You have to see this in operation to believe it.

Our tank on Park Street had accumulated a great deal of dirt and mildew, especially at its base. In June, our men power washed the bottom 30 feet of the tank. The crew's resourcefulness is amazing. At about the same time, we learned that the Park Street would require an inspection in the Fall of 2012.

It's important, of course, for the Superintendent and the crew to keep a record of the locations, sizes, ages and other relevant information about the components of our water system, such as the mains, hydrants, shut-off valves and so on. From the beginning, we have relied upon hand-drawn maps for much of this information. We commissioned the production of a GPS-derived map of our water system, which can be produced on paper or displayed a computer screen. In addition, the displays can be layered on top of similar information about other utilities. This enables us to preserve and access such information at several locations, including at work sites.

The Commissioners greatly depend upon the support of the District's Clerk/Treasurer Sandra Selkirk and its Prudential Board; we thank them for their continuing cooperation and good will. Once again we conclude with sincere praise for our loyal and dedicated administrative staff – Superintendent Mark Aiken and Administrative Assistant Joanne Carbin-Bryan. Of course, we also thank the men who keep the water flowing to you, twenty-four hours a day, seven days a week: Todd Calkins, Tim Cauley, and Tyler Scheinost. These men also respond to fire and other emergency calls to the Firehouse – a great benefit to the citizens of the District.

Respectfully submitted by the Board of Water Commissioners:

Francis DeToma, Chairman

Kate Bedard, Clerk

Donna Russell, Member

WATER DEPARTMENT SUMMARY REPORT YEAR ENDING JUNE 30, 2012

CHARGES COMMITTED

Water Sales Due 6/30/11	\$ 1,055.49
Water Sales Charges: 7/1/11 – 6/30/12	\$ 573,226.60
Water Systems Improvement Fund	\$ 43,202.50
Water Systems Improvement Fund Due	\$ 459.86
Miscellaneous Charges:	
Connection Fees	\$ 10,000.00
Turning on Water	\$ 99.86
Miscellaneous	\$ 4,694.90
Sprint/Nextel (Antenna)	\$ 28,160.00
Cingular (Antenna)	\$ 24,212.10
Fire Line Fees	\$ 6,450.00
Back Flow Inspections	\$ 8,400.00
	<u>\$ 699,961.31</u>

COLLECTIONS

Water Sales	\$ 553,487.48
Discounts	\$ 10,732.47
Water System Improvement Fund Paid	\$ 42,654.35
Abatements	\$ 1,118.59
Connection Fees	\$ 10,000.00
Payments on Water Turn Ons	\$ 99.86
Payments on Miscellaneous	\$ 4,694.90
Sprint/Nextel (Antenna)	\$ 28,160.00
Cingular (Antenna)	\$ 24,212.10
Fire Line Fees	\$ 6,450.00
Back Flow Inspections	\$ 8,400.00
Computer adjustments	\$ (745.08)
Computer adjustments/ capital revenue	\$ (63.55)
Balance due on Water Sales	\$ 9,759.33
Balance due on Water System Improvement Fund	<u>\$ 1,001.18</u>
	<u>\$ 699,961.31</u>

Penalties Collected \$ 1,745.43

Respectfully Submitted,

Joanne Carbin – Bryan
Administrative Assistant

DRY BROOK PUMPING STATION RECORDS

January 1, 2011 to December 31, 2012

	DRY BROOK GALLONS	TOTAL ELECTRICAL COST
January	9,966,000	\$3,473.15
February	10,465,000	\$3,339.20
March	10,763,000	\$3,262.59
April	13,274,000	\$3,789.02
May	12,896,000	\$3,519.63
June	14,933,000	\$4,277.79
July	20,042,000	\$4,647.85
August	14,790,000	\$3,817.87
September	14,705,000	\$3,750.33
October	11,177,000	\$3,234.67
November	10,363,000	\$3,116.83
December	9,786,000	\$3,030.75
Total	153,160,000	\$43,259.68

- *Total gallons pumped for 2012* **153,160,000**
- *Total metered use for 2012* **135,547,324 gallons**
- *Total hydrant flushing program use for 2012* **4,350,255 gallons**
- *Total unaccounted for water in 2012* **13,262,421 gallons**
- *The maximum daily water consumption was on July 12* **961,000 gallons**
- *The average gallons per day pumped for 2012* **419,616**
- *The average gallons per minute pumped for 2012* **291**
- *The wholesale cost of water per million gallons in 2012* **\$282.45**

Todd A. Calkins
Water System Operator

BY-LAWS OF FIRE DISTRICT NO. 2

ARTICLE 1 OFFICERS

SECTION 1. The officers of the District shall consist of a three member Prudential Committee, a three member Board of Water Commissioners, a Moderator and a Clerk/Treasurer.

SECTION 2. District officers shall be elected annually by ballot. All officers shall serve for a term of three (3) years with the exception of the Moderator who shall serve for a term of one (1) year.

a. Members of the Prudential Committee shall serve for three years, the term of one member to expire each year. One member shall serve as chairperson, one as clerk, one as member. The positions of chair and clerk shall rotate annually at a meeting following the District elections.

b. Members of the Board of Water Commissioners shall serve for three years, the term of one member to expire each year. One member shall serve as chairperson, one as clerk, one as member.

SECTION 3. Any voter of the District shall be eligible for any office but no individual shall hold more than two offices concurrently.

SECTION 4. Officers shall receive such compensation for their services as the District may determine.

SECTION 5 The Prudential Committee, Water Commissioners, Fire Chief and Clerk/Treasurer, shall present at each Annual District Meeting a report of their activities since the last Annual District Meeting.

SECTION 6. The Treasurer shall be bonded at the expense of the District in such an amount and with such sureties as shall be set by the Massachusetts General Laws. He/She shall receive all funds belonging to the District and shall disburse the same as provided in Article III, Section 3.

SECTION 7. The Moderator shall preside at all District meetings.

SECTION 8. The Clerk shall keep accurate records of the proceedings of the District in formal meeting and shall be responsible for the conduct of all elections of the District.

SECTION 9. An audit of the District records shall be performed on an annual basis by an independent auditor.

SECTION 10. Any vacancy in any elected office shall be filled until the next Annual Election by a majority vote of the Prudential Committee and Water Commissioners then in office. In case of a tie vote, the Clerk of the District shall cast the deciding vote. A meeting to fill a vacancy shall be called by the Clerk of the District on notice in writing to each officer eligible to vote thereat at least seven days in advance of said meeting and he/she shall conduct a meeting so called.

ARTICLE II MEETINGS

SECTION 1. The Annual Election of the District shall be held on the second Tuesday of June in each year and the Annual Meeting of the District shall be held on the first Monday in May in each year.

SECTION 2 Special meetings shall be called by a majority of the Prudential Committee or when requested by the Water Commissioners or as specified in Article II, Section 3.

SECTION 3. Every District Meeting, except as otherwise provided by special law, shall be called in pursuance of a warrant under the hands of the Prudential Committee, notice of which shall be given fourteen days (14) at least, before such meeting. The warrant shall be directed to a constable of the towns of South Hadley and Granby, or to some other person, who shall forthwith give notice of such meeting by posting the warrant in three public places in the district.

The warrant for all District meetings shall state the time and place of holding the Meeting and the subjects to be acted upon thereat. The Prudential Committee shall insert in the warrant for the Annual Meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the towns, residing in the territory comprising the District; and in the warrant for every Special District Meeting all subjects, the insertion of which shall be requested of them in writing by fifty registered voters or by ten percent of the total number of the registered voters of the towns, residing within the territory comprising the District.

The Prudential Committee shall call a Special District Meeting upon request in writing of one hundred registered voters or twenty per cent of the total number of registered voters of the towns, residing within the territory comprising the District, - such meeting to be held not later than thirty days after the receipt of such request, and shall insert in the warrant therefore all subjects the insertion of which shall be requested by said petition. No action shall be valid unless the subject matter thereof is contained in the warrant. The warrant for the special meeting shall be posted fourteen (14) days prior to the date of the Special Meeting. Two or more District Meetings for District purposes may be called by the same warrant.

The Prudential Committee shall publish the warrant for each District Meeting in print and on the town and/or District website, to be available to the public at least fourteen (14) days before the holding of such meeting. Said notice shall include by supplemental text, or otherwise, the amount of money intended by the sponsor to be included in any main motion to raise, appropriate, transfer or borrow, a sum of money at such meeting. Failure to cause publication of any intended money amount as provided herein shall not invalidate action taken at a District Meeting otherwise called and held in accordance with applicable law and these by-laws except for said failure. In addition, a simple notice of the date, time, and place of the meeting shall be published in other than the legal notice section.

At every Meeting, a Moderator shall be chosen by ballot, unless the District has voted to elect a Moderator for a term as provided by Section Fourteen of Chapter Thirty-nine of the Massachusetts General Laws (MGL). The Moderator shall have the same powers as the Moderator of the Town of South Hadley.

SECTION 4. Forty voters shall constitute a quorum at any meeting of the District. Election of officers shall not be considered a meeting for the purposes of this section.

ARTICLE III FINANCES

SECTION 1. The fiscal year of the District shall begin on the first day of July and shall end on the thirtieth day of June next.

SECTION 2. District notes and bonds shall be issued by the Clerk/Treasurer only after authorized by the District. All such evidences of indebtedness shall be signed by the Clerk/Treasurer of the District and countersigned by the Prudential Committee.

SECTION 3. Funds of the District shall be disbursed by the Clerk/Treasurer only upon the written approval of a majority of the Prudential Committee and for bills incurred by the Water Department, upon the additional approval in writing of a majority of the Board of Water Commissioners.

ARTICLE IV FIRE DEPARTMENT

SECTION 1. The Fire Department shall consist of a Fire Chief, Assistant Fire Chief(s), and as many firefighters as shall be deemed necessary to manage the fire department.

SECTION 2. The Prudential Committee shall appoint the Fire Chief , consistent with MGL Chapter 48, Section 42. The primary responsibility of the Fire Chief shall be administrative and supervisory work in directing life safety services in the protection of life and property inclusive of the prevention and extinguishing of fires, emergency medical services, public education and environmental services, serve as Hazardous Materials Coordinator, Right-to-Know Coordinator and other positions as needed by the Prudential Committee. The Fire Chief shall work under the policy direction of the Prudential Committee and under the rules and regulations of the Massachusetts General Laws, Chapter 48, Section 42, and other applicable laws, rules and regulations. The Fire Chief shall appoint the Assistant Fire Chief(s).

SECTION 3. The Chief shall appoint and may remove firefighters to fill vacancies in the department. The Fire Chief shall have general superintendence and care of all apparatus belonging to the District and used by the Fire Department as well as control over the officers and members of the Fire Department; and may make from time to time such rules and regulations for the government and discipline of the department and preservation of order in time of incident as he/she may think expedient.

SECTION 4. The Fire Chief shall have sole command at incidents over all members of the Department, including the Assistant Fire Chief(s), and over all other persons who may be present at incidents, and shall direct all measures for extinguishing fires, protection of property and preservation of order and observance of the law.

ARTICLE V PRUDENTIAL COMMITTEE

SECTION 1. The Prudential Committee shall have the management and control of all property, real and personal, belonging to the District and used in the prevention and extinguishing of fires, subject, however, to such instructions, rules and regulations as the District may impose by its vote.

SECTION 2 It shall be the duty of the Prudential Committee to authorize the disposal of any equipment declared surplus by any department within the District.

SECTION 3. All employees and officials of the District are subject to and must comply with the Policies and Procedures set forth by the District in its Policies and Procedures Handbook.

ARTICLE VI WATER DEPARTMENT

SECTION 1. The Board of Water Commissioners shall have the care, custody, management and control of all property, real and personal, belonging to the district, except the property placed under the control of the Prudential Committee. The Board shall have authority to determine and establish from time to time equitable prices and rates for the use of water and make rules and regulations for the introduction and use of water.

ARTICLE VII AMENDMENTS

SECTION 1. These By-Laws may be altered or amended at any District meeting, or new By-Laws may be adopted at any District meeting providing the notice thereof shall specify the change/changes to be submitted to the voters.

Revised: October 22, 2007
May 4, 2009
May 7, 2012

DISTRICT 2 PICTURE GALLERY 2011-2012



The SHFD hockey team (in blue) is made up of members of the Fire District No. 1 and No. 2 Fire Departments as well as members of various other Public Safety Departments. To date they have raised over \$40,000 dollars in charitable contributions, benefitting local causes and organizations such as:

The Jimmy Fund
Griffins Friends
The South Hadley High School Hockey Team
Shields of Hope K Ride
and The American Cancer Society



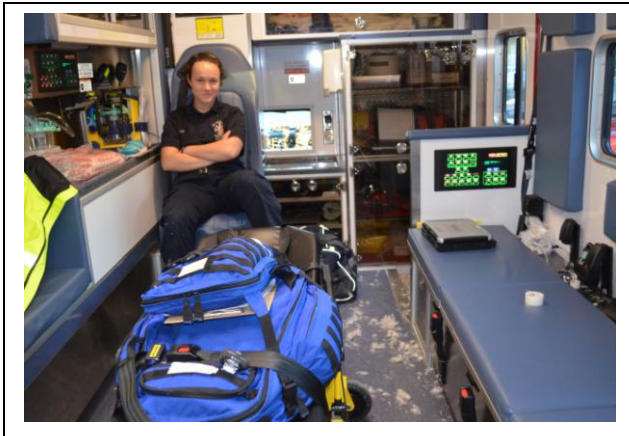
A recent Water Department project on Mosier St. during which 700' of old 6" water main was abandoned and connections were made to a newer 8" line.



In 2012 Todd Calkins worked with outside contractors to replace the original 1960's heating system (left) in the District 2 building with a modern high efficiency system (right).



The Water Department working on an interconnection on the water mains on Jewett Lane and Buttonfield lane.



EMT Kirsten Therrien contemplates the impending cleanup on A1 after a recent ambulance call.



District No.2 Firefighters participating in a vehicle extrication/stabilization drill. Firefighters and EMTs attend trainings several times each month. In this drill personnel are working with our new Res-Q-Jack system.

District No. 2 Lieutenant, Kyle Ligouri, receives his promotion from the Chief Officers. Kyle is currently deployed in the Mid-East as a Firefighter for the USAF.

