

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



**TOWN OF SOUTH HADLEY
MASSACHUSETTS
July 1, 2012 through June 30, 2013**

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MASSACHUSETTS

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DISTRICT OFFICERS

(Name, position, year term expires)

PRUDENTIAL COMMITTEE

KENNETH J. McKENNA, Chairman 2014
ROBERT LAK, Clerk 2015
RICHARD A.CONSTANT, Member 2016

MODERATOR

CHRISTOPHER H. PYLE 2014

WATER COMMISSIONERS

FRANK DeTOMA, Chairman 2014
KATHARINE M. BEDARD, Clerk 2016
DONNA J. RUSSELL, Member 2015

CLERK/TREASURER

SANDRA L. SELKIRK 2016

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, 2012 through June 30, 2013

The past year, to no one's surprise, has been a trying year financially. Budgets have been kept as tight as we dare and we have taken some risk should unexpected emergencies arise. While we have been lucky in that we have not endured any winter storms that caused the chaos of last year (so far...) there have been some unusual repairs to the fire trucks and ambulances that serve us constant reminders that we are nearing the end of the better years of the life span of several of our vehicles.

Over the past few years we have knowingly under-budgeted the fund to replace vehicles. We have depleted most of our reserves and struggle to fund regular expenses without cutbacks. Each year the state seems to find new ways to add mandatory increases that we have no decent way to fund except through tax increases.

We also have had additional expenses due to legal issues with the town of Granby. At the request of some taxpayers in the Granby portion of our district and approval from a Granby town vote, Granby filed legislation to change the rules under which the district was established. The main points of the legislation were:

- It ends the fire services of the district to the Granby portion of the district and some homes which lie within the borders of South Hadley.
- It would allow those residents to continue to receive tax subsidized water while not paying taxes.

The prudential committee felt strongly that the rules under which the district was created should not be lightly tossed aside and decided to fight. It has been a long drawn out process, filled with all the drama one associates with political battles. There has been little in the way of updates from the state on the status of the bill. The State website shows no change in the status from the initial hearing the prudential board spoke at back in May of 2013. (See <https://malegislature.gov/Bills/188/Senate/S1771> for current information). While I would love to say "No news is good news", it would be premature to think this is over and done with. This has been one of the less pleasant tasks I have ever dealt with and I think the board would agree. Our concern is that this will continue to be an issue and the legal aspects of this have the potential to escalate and we need to be prepared for those expenses. We also have to prepare to more equitably place water costs onto the water bills instead of taxation should Granby ever be successful at passing some form of the legislation.

Lastly, we continually have to assess the impact of the college on the district. We are a small community obligated to support the safety needs of that entity along with those of our residents. The board has often debated the needs of the college against the ability of the community to support tax increase after increase. I firmly believe that it is no small coincidence that we have residents willing to go the route of leaving the district in no small part because of the tax-rates. While the district has accepted a small annual increase in donations, and gratefully so, it is far below what the board generally feels is equitable and nowhere near has it actually costs the district.

There will continue to be challenges for years to come as rules become more complex and costs rarely go down. I continue to be impressed with the level of professionalism and willingness the staff continues to provide high quality services in light of all the controversy.

Respectfully submitted,

Roert Lak, Chairman
Richard Constant, Clerk
Kenneth McKenna, Member

STATEMENT OF CHANGES IN FINANCIAL POSITION

South Hadley Fire District No. 2

July 1, 2012 through June 30, 2013

FIRE AND WATER OPERATING ACCOUNTS

<i>Beginning Balance 7/1/12</i>	\$ 687,276.66
<i>Net Changes</i>	\$(61,475.74)
<i>Ending Balance 6/30/13</i>	\$ 625,800.92

STABILIZATION FUND NON- SPECIFIED

<i>Beginning Balance 7/1/12</i>	\$ 11,840.70
<i>Net Changes</i>	\$ 10,061.94
<i>Ending Balance 6/30/13</i>	\$ 21,902.64

STABILIZATION FUND LAND

<i>Beginning Balance 7/1/12</i>	\$ 301,319.00
<i>Net Changes</i>	\$(291,131.49)
<i>Ending Balance 6/30/13</i>	\$ 10,187.51

OTHER POST EMPLOYMENT BENEFITS STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 23,038.94
<i>Net Changes</i>	\$ 3,130.26
<i>Ending Balance 6/30/13</i>	\$ 26,169.20

LAND ACQUISITION STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 19,137.14
<i>Net Changes</i>	\$ 62.07
<i>Ending Balance 6/30/13</i>	\$ 19,199.21

FIRE DEPARTMENT VEHICLE STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 186,302.44
<i>Net Changes</i>	\$ 219,845.13
<i>Ending Balance 6/30/13</i>	\$ 406,147.57

WATER DEPARTMENT WATER SYSTEMS IMPROVEMENT STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 45,279.36
<i>Net Changes</i>	\$ 58,731.45
<i>Ending Balance 6/30/13</i>	\$ 104,010.81

WATER DEPARTMENT VEHICLE STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 71,731.56
<i>Net Changes</i>	\$ 192.67
<i>Ending Balance 6/30/13</i>	\$ 71,924.23

WATER DEPARTMENT TANK STABILIZATION FUND

<i>Beginning Balance 7/1/12</i>	\$ 48,453.32
<i>Net Changes</i>	\$ 40,230.51
<i>Ending Balance 6/30/13</i>	\$ 88,683.83

AMBULANCE RECEIPTS RESERVED FOR APPROPRIATION

<i>Beginning Balance 7/1/12</i>	\$ 385,947.07
<i>Net Changes</i>	\$ 60,995.93
<i>Ending Balance 6/30/13</i>	\$ 446,943.00

PETTY CASH	\$ 300.00
AMBULANCE DONATIONS	\$ 1,276.08
TOTAL ALL CASH AND FUNDS	\$1,822,545.00

BALANCE SHEET
South Hadley Fire District #2
June 30, 2013 (Per Auditors Report)

ASSETS:

Cash	
General Funds	\$244,049.00
Ambulance	\$446,943.00
Water Funds	\$383,328.00
Trust Funds (Stabilizations)	\$748,225.00
Total	\$1,822,545.00

Long Term Debt \$1,595,000.00

Outstanding Real Estate-South Hadley	\$ 11,975.00
Outstanding Personal Property-South Hadley	\$ 1,723.00
Outstanding Real Estate-Granby	\$ 57,724.00
Outstanding Personal Property-Granby	\$ 1,113.00
Allowance for Abatements (Overlays)	\$ (10,065.00)
Tax Liens	\$ 7,626.00

Ambulance Receivables	\$ 113,957.00
Water Receivables	\$ 5,225.00

TOTAL ASSETS **\$3,606,823.00**

LIABILITIES AND FUND BALANCE:

Liabilities

Long Term Debt (building)	\$ 900,000.00
Long Term Debt (Water Dept.)	\$ 595,000.00
Long Term Debt (ambulance)	\$ 100,000.00
Payroll Withholdings	\$ 3,907.00
Tailings	\$ 977.00
Deferred Revenue	
Property Taxes	\$ 62,470.00
Other	
General fund	\$ 7,626.00
Ambulance outstanding	\$ 113,957.00
Water outstanding	\$ 5,225.00

TOTAL LIABILITIES **\$1,789,162.00**

Fund Balances

Reserved for:

Encumbrances and continuing appropriations (General)	\$ 27,344.00
Encumbrances and continuing appropriations (Water)	\$ 122,530.00
Subsequent Years Expenditures (General)	\$ 115,300.00
Subsequent Years Expenditures (Water)	\$ 79,990.00
Subsequent Years Expenditures (Ambulance)	\$ 317,594.00

Undesignated, reported in:

General Fund	\$ 96,521.00
Ambulance Revenue	\$ 129,349.00
Water Fund	\$ 180,808.00
Trust Funds (Stabilizations)	\$ 748,225.00

TOTAL FUND BALANCE **\$1,817,661.00**

TOTAL LIABILITIES AND FUND BALANCE **\$3,606,823.00**

REPORT OF APPROPRIATION BALANCES
South Hadley Fire District No.2
June 30, 2013

ARTICLE	APPROPRIATION	RECEIPT	EXPENDED	BALANCE
Administrative Payroll	\$43,642.00		\$ 43,394.14	\$247.86
Administrative/ Office	\$43,375.00		\$41,463.84	\$1,911.16
Administrative/Bank Charges	\$550.00		\$953.13	\$ (403.13)
Administrative/Advertising, Association Fees, Contracts for Services	\$4,620.00		\$4,153.02	\$466.98
Administration/Elections	\$ 900.00		\$929.00	\$ (29.00)
Administration/Legal	\$ 20,500.00		\$ 19,866.50	\$633.50 c/o
Administration/Travel	\$200.00		\$ 171.40	\$ 28.60
Administration/ Miscellaneous	\$1,000.00		\$677.28	\$322.72
Administration/Audit	\$3,000.00		\$-0-	\$3,000.00 c/o
Interest Expense Other than Bond	\$-0-		\$487.80	\$(487.80)
Prudential Salary/Treasurer	\$57,230.00		\$57,230.40	\$(.40)
Prudential/Electric	\$4,388.00		\$4,026.08	\$361.92
Prudential/Heating	\$3,000.00		\$2,110.05	\$889.95
Prudential/Maint & Misc.	\$6,000.00		\$6,564.50	\$(564.50)
Prudential/Telephones	\$2,500.00		\$2,472.61	\$27.39
Prudential/Trash, Sewer	\$1,200.00		\$1,332.80	\$(132.80)
Prudential/ Reserve	\$12,000.00			\$
Prudential/Fuel	\$3,200.00		\$3,722.52	\$(522.52)
Prudential/ Fire Association	\$600.00		\$600.00	\$-0-
Prudential/OPEB Contribution	\$2,000.00		\$2,000.00	\$-0-
Prudential/Building Maint.	\$3,000.00		\$29,903.33	\$5,346.67
Encumbered F12	\$32,250.00			
Assessors Salaries	\$4,058.00		\$2,971.25	\$1,086.75
Tax Collectors Salaries	\$2,086.00		\$2,086.00	\$-0-
Prudential/General Insurance	\$39,604.00		\$42,418.36	\$(2,814.36)
Health & Wellness (PC & Water) Grant	\$200.00 \$900.00		\$1,108.15	\$(8.15)
Prudential/County Retirement	\$126,002.00		\$126,001.00	\$1.00
Prudential/Health/Dental/Life	\$83,480.00		\$77,096.87	\$6,383.13
Prudential/Medicare	\$8,500.00		\$8,883.62	\$(383.62)
Prudential/ Bond	\$115,950.00		\$115,950.00	\$-0-
Fire Dept./ CPR Fund	\$-0-	\$200.00	\$133.00	\$ 67.00
Fire Dept./Wages, Salaries	\$579,075.00	\$24,466.87	\$581,147.51	\$22,394.36
Fire Dept./ Maintenance	\$27,000.00		\$26,954.52	\$45.48
Fire Dept./ Chief Exp. Account	\$4,940.00		\$1,047.18	\$3,892.82
Fire Dept./ Equipment	\$17,500.00		\$37,522.79	\$(11,067.79)
Encumbered F12	\$8,955.00			
Fire Dept./Dues, Prof. Expenses	\$923.00		\$1,127.33	\$(204.33)
Fire Dept./ Uniforms	\$3,065.00		\$4,371.85	\$(1,306.85)
Fire Dept./ Education & Certification	\$4,500.00		\$2,187.16	\$2,312.84

ARTICLE	APPROPRIATION	RECEIPT	EXPENDED	BALANCE
Fire Dept./ Deisel	\$2,250.00		\$1,892.26	\$357.74
Fire Dept./ Computer	\$1,845.00		\$1,751.34	\$93.66
Fire Dept./ Travel	\$1,640.00		\$1,261.00	\$379.00
Fire Dept./Cell Phones	\$1,640.00		\$1,452.30	\$187.70
Fire Dept./ Physicals	\$4,500.00		\$56.00	\$4,444.00
Fire Dept./ Training	\$7,107.00		\$387.05	\$6,719.95
Fire Dept./ Miscellaneous <i>Encumbered F12</i>	\$584.00 \$46.76		\$4,588.18	<i>\$(3,957.42)</i>
Fire Dept./ Fire Prevention	\$2,563.00		\$1,529.43	\$1,033.57
Fire Dept./ Alarm System <i>Encumbered F12</i>	\$18,100.00 \$2,362.00		\$12,540.97	\$7,921.03
Fire Dept./ Grant Subsidy Allow.	\$5,000.00		\$-0-	\$5,000.00
Fire Dept./ Capital	\$80,000.00		\$80,000.00	\$-0-
Ambulance/ Wages, Salaries	\$84,300.00		\$73,175.46	\$11,124.54
Ambulance/ Fuel	\$7,000.00		\$3,382.74	\$3,617.26
Ambulance/ Repair & Maintenance <i>Encumbered F12</i>	\$8,000.00 \$6,500.00		\$8,792.34	\$5,707.66
Ambulance/Disposable Supplies <i>Encumbered F12</i>	\$6,000.00 \$294.20		\$4,380.88	\$1,913.32
Ambulance/Outside Services	\$1,000.00		\$-0-	\$1,000.00
Ambulance/ Training	\$1,500.00		\$-0-	\$1,500.00
Ambulance/ License & Fees	\$1,200.00		\$2,698.00	<i>\$(1,498.00)</i>
Ambulance/ ALS Intercepts	\$34,440.00		\$24,500.00	\$9,940.00
Ambulance/ Billing Agent	\$8,332.00		\$9,716.91	<i>\$(1,384.91)</i>
Ambulance/ Miscellaneous	\$800.00		\$44.69	\$755.31
Ambulance/ Insurance	\$1,200.00		\$-0-	\$1,200.00
Ambulance/ Equipment	\$10,000.00		2,365.47	\$7,634.53
Ambulance/ Software & Federal Reporting	\$2,500.00		\$407.52	\$2,092.48
Ambulance/ Department Public Health Reporting	\$600.00		\$-0-	\$600.00
Ambulance/ Bond	\$36,520.00		\$38,037.50	<i>\$(1,518.75)</i>
Water Dept./ Wages & Salaries	\$229,821.00		\$222,229.41	\$7,591.59
Water Dept./ Bank Charges	\$550.00		\$298.24	\$251.76
Water Dept./ Office	\$13,500.00		\$10,854.47	\$2,645.53
Water Dept./ Travel	\$200.00		\$-0-	\$200.00
Water Dept./ Miscellaneous	\$6,500.00		\$3,486.29	\$3,013.71
Water Dept./ Audit	\$3,000.00		\$-0-	\$3,000.00
Water Dept./ County Retirement	\$55,456.00		\$55,455.00	\$1.00
Water Dept./ Health, Dental & Life Insurance	\$60,730.00		\$49,479.25	\$11,250.75
Water Dept./ Medicare	\$3,500.00		\$2,960.30	\$539.70
Water Dept./ General Insurances	\$21,964.00		\$19,503.74	\$2,460.26
Water Dept./ Fuel	\$7,000.00		\$7,154.52	<i>\$(154.52)</i>
Water Dept./ Electric	\$49,888.00		\$45,844.14	\$4,043.86
Water Dept./ System Mapping	\$1,000.00		\$1,000.00	\$-0-
Water Dept./ Uniforms	\$2,000.00		\$1,794.39	\$205.61
Water Dept./ Vehicle Maintenance	\$4,000.00		\$4,060.79	<i>\$(60.79)</i>

ARTICLE	APPROPRIATION	RECEIPT	EXPENDED	BALANCE
Water Dept./ Meters, Parts, Misc. <i>Encumbered F12</i>	\$26,500.00 \$4,598.00		\$30,001.33	\$1,096.67
Water Dept./ Communications	\$9,474.00		\$9,333.25	\$140.75
Water Dept./ Contractors,Excavation	\$23,000.00		\$15,758.27	\$7,241.73
Water Dept./ Sampling	\$5,000.00		\$2,387.00	\$2,613.00
Water Dept./ Licensing, Schooling And Dues	\$3,500.00		\$1,238.00	\$2,262.00
Water Dept./Safe Water Act Fee	\$1,355.00		\$1,353.67	\$1.33
Water Dept./ Consulting	\$10,000.00		\$7,730.00	\$2,270.00
Water Dept./ OPEB Contribution	\$2,000.00		\$2,000.00	\$-0-
Water Dept./ Heating	\$3,000.00		\$2,110.09	\$889.91
Water Dept./ Capital Improvements <i>Carried over F12</i>	\$50,000.00 \$32,652.81		\$48,070.00	\$34,582.81
Water Dept./ Tank Painting	\$40,000.00		\$40,000.00	\$-0-
Water Dept./ Vehicle Purchases	\$10,000.00		\$-0-	\$10,000.00
Water Dept./ Bond	\$66,670.00		\$66,670.00	\$-0-

SOUTH HADLEY FIRE DISTRICT NO.2
REPORT OF RECEIPTS
July 1, 2012 through June 30, 2013

Real Estate	\$ 945,164.22
Personal Property	\$ 20,913.39
Penalties & Interest	\$ 3,180.95
Tax Liens Redeemed	\$ 1,761.24
Penalties & Interest on Tax Liens	\$ 158.00
Permits/Fire Department	\$ 7,580.49
Miscellaneous Revenues	\$ 22,933.63
Community Safety Education/CPR	\$ 380.00

(Receipt details for the Water Department are on the Water Department Summary Report)

PRUDENTIAL COMMITTEE
CAPITAL PLANNING REPORT

The replacement and upgrade to the heating system for the original part of the building has been completed.

A Capital Gift was received from Mount Holyoke College and used to replace the Fire Chief's vehicle. Coming years gifts will be saved for use towards future fire department engine purchases. Those expenses will be large and are not in the too distant future. The Fire Chief along with the Prudential Committee continue to support careful and regular maintenance of the fleet.

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
Interest earned 2011	\$ 2,131.96
Interest earned 2012	\$ 1,957.48
Appropriation to account Fiscal 2012	\$ 20,000.00
Appropriation from account Fiscal 2013	\$ (15,000.00)
Appropriation to account Fiscal 2013	\$ 80,000.00
Interest earned Fiscal 2013	\$ 1,845.13
Appropriation to account Fiscal 2014	\$ 138,000.00
Balance 6/30/2013	\$406,147.57

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
Payment 2013	\$115,950.00	\$1,156,410.00

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
Payment 2013	\$66,670.00	\$77,8120.00

AMBULANCE PURCHASE

Original Bond Amount		\$180,612.50
Payment 2012	\$38,187.50	\$142,425.00
Payment 2013	\$38,037.50	\$104,387.50

(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 11, 2013**

Moderator (1 year)

Christopher Pyle	32 votes/elected
Blanks	3

Prudential Committee (3 years)

Richard Constant	30votes/elected
Blanks	6

Water Commissioner (3 years)

Kathryn Bedard	31 votes/elected
Blanks	5

District Clerk/Treasurer (3 years)

Sandra Selkirk	32 votes/ elected
Brian Fay	1
Blanks	3

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, 2012 through June 30, 2013

The fiscal year 2013 was another busy period for the Fire District No.2, Fire Department. This year I would like to focus this report on some areas that have had, and will have a significant impact on the fire department and the district in the years to come.

The areas I want to make you aware of along with the impact that these areas will have on the fire department are first the advancements in fire prevention and inspection services with associated reporting, and in a similar fashion the advancement of Emergency Medical Services and associated reporting. Finally I need to make you aware of our need to replace the departments aging fleet of vehicles. These three areas will greatly affect the fire departments operation, administration, and budgets into the future.

Changes in Fire Prevention & Emergency Medical Services:

In 1973 the National Commission on Fire Prevention and Control published a report titled *AMERICA BURNING*. This report would detail the devastating effects that fires were having on this country. We learned from this report that the United States as a major industrial country was far behind other similar countries in fire prevention. Since that report a major effort has been made to upgrade the fire service, and most importantly the efforts of fire prevention through code enforcement and modern fire and building codes. In a similar fashion in the mid 70's the birth of the modern emergency medical services system that we have today would begin. After the lessons we learned in Viet Nam about quick and efficient pre-hospital medical care during what often was referred to as "the golden hour" utilizing trained EMTs, we would begin to modernize our community EMS systems. The first EMT's were certified in the mid 70's, and our nations fire departments were on the front line of this nationwide rollout. In the late 90's however, Massachusetts state officials would learn from federal officials that Massachusetts is ranked nearly last in the nation in the area of advancements in emergency medical services. The Governor in Massachusetts would commission the EMS/2000 Commission to study the problem, and to set a course to rewrite our Department of Public Health regulations that would modernize our states EMS system. Many of those advancements have been put into place during the past few years, and we continue to struggle with implementing the remaining changes as budgets continue to shrink.

Following the release of the *America Burning* document fire departments and State Fire Marshal's offices across the nation put into place fire prevention programs in almost every fire department. Fire departments for the first time create the office of Fire Prevention within their departments, and assign fire officers to these new positions to do official inspections. Many years go by, and these fire officers learn their new responsibilities and practice in a "learn as you go" environment. It is recognized during the 90's that we need to certify these inspectors, and also modernize our codes to meet the challenge of modern building methods and new building materials being utilized. It has taken all this time to put the foundation in place and roll out the first programs in Massachusetts. Similarly in the pre-hospital emergency medicine or ambulance arena the system in Massachusetts is revamped, and we are just now today seeing the changes fully implemented.

In 2011 Lieutenant Scott Brady of the District No.2 Fire Department accepted the responsibility of being trained to be the fire departments first state and nationally certified Fire Prevention Officer. During the fiscal year 2013 Lt. Brady spent a great deal of time with Chief

Keefe learning the state and national fire codes, state regulations that require inspection services, and he began the process of preparing to attend the Massachusetts State Fire Academy and the National Fire Academy in Maryland. He will become certified to perform fire and life safety inspections and to oversee the fire departments fire prevention program. Assistant Chief Selkirk and Firefighter Curtis at the same time take on the challenge of modernizing our computer systems so that we can for the first time complete required reporting of statistics to the State Fire Marshal's office as well as the National Fire Administration. State fire codes are rewritten to include mandatory fire sprinklers after the tragic Station Night Club fire in Rhode Island that killed hundreds of young people. This fire would greatly accelerate the move to certify fire inspectors, and put pressure on local fire officials to make sure that fire and life safety inspections are a priority. At the same time that this is happening, the Massachusetts Department of Public Health, Office of Emergency Medical Services is rolling out changes that would affect ambulance services. Protocols are updated and requirements to report all emergency patient care and related statistics to the state and federal government are put into place. Assistant Chief Selkirk and Firefighter Curtis again are given the responsibility of implementing new procedures and related software programs for these tasks.

In fiscal 2004 the District No.2 Fire Department reported 156 incidents, and will report 652 incidents in fiscal 2013. The fire department will be conducting many more inspections and related activities during the next few years as we implement our new fire prevention program under the direction of Lt. Brady. Our new ambulance service continues to get busier each year, and as medical reform takes shape nationally we may see an increased roll that municipal ambulance services will need to play. This increase in overall activity of all types in the fire department along with increased requirements such as mandated fire and medical incident reporting to the state and federal government will increase the overall workload for the fire department.

The next few years will be challenging for the District No.2 Fire Department employees as we work to meet all of the new requirements that must be met, along with the possibility that some of our most experienced staff may retire in the near future. As a department we will need to simultaneously meet the new demands, while preparing younger officers and firefighters to take over leadership of the department in the not so distant future.

Capital Purchases:

The District No.2 Fire Department is blessed with terrific mechanics that have been able to take care of our fleet, and have saved us thousands of dollars over the past ten years by repairing vehicles in house or by diagnosing problems and managing repairs by outside contractors. The department will need to increase the maintenance budget each year to keep the vehicles in working order. We are seeing the frequency of repairs increasing slowly over time. Finally and most importantly the last major fire department vehicle purchase was in 1997 or 16 years ago when the district purchased a pumper. I am strongly urging the district to begin the process of replacing the fleet of vehicles starting very soon before we suddenly have to replace several vehicles in the same year.

Below is a listing of our department vehicles:

<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Year to Replace</u>
• 2001	Chevrolet	Fire Chiefs Vehicle	FY2014
• 2001	Ford/Horton	Ambulance	FY2015
• 1991	E1	Pumper	FY2016

- 1994 Ford Rescue/Utility FY2017
- 1993 Ford Brush Truck FY2018
- 1999 Chevrolet SUV/Staff Vehicle FY2019
- 1997 KME Pumper FY2020
- 2011 Ford/Horton Ambulance FY2021

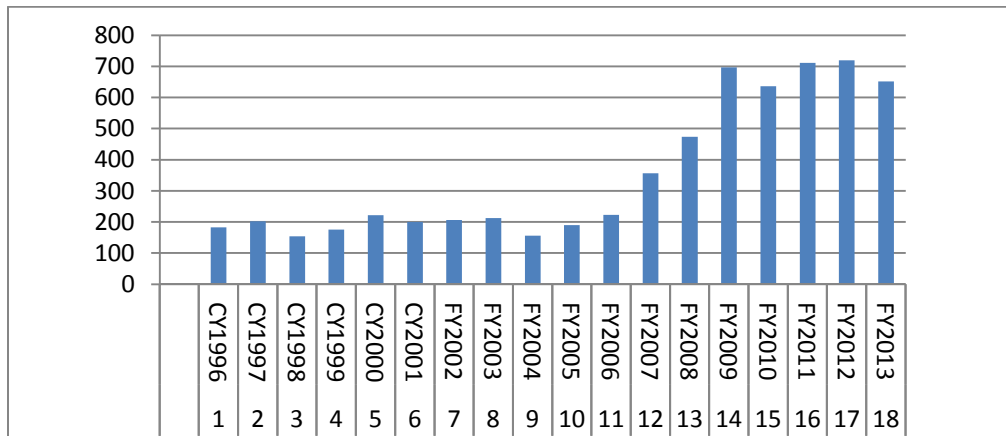
Respectfully submitted,
David A. Keefe
 Fire Chief

SOUTH HADLEY FIRE DISTRICT NO. 2 FIRE / RESCUE / EMS INCIDENTS

Last 17 Years Only / Actual Call Volume

	Year	Total	increase/decrease	
1	CY1996	183	0	
2	CY1997	202	19	10%
3	CY1998	154	-48	-24%
4	CY1999	175	21	14%
5	CY2000	222	47	27%
6	CY2001	200	-22	-10%
7	FY2002	206	6	3%
8	FY2003	212	6	3%
9	FY2004	156	-56	-26%
10	FY2005	190	34	22%
11	FY2006	223	33	17%
12	FY2007	356	133	60%
13	FY2008	474	118	33%
14	FY2009	697	223	47%
15	FY2010	636	-61	-9%
16	FY2011	711	75	12%
17	FY2012	719	83	13%
18	FY2013	652	-59	-8%

Average call volume increase annually: 10%



SOUTH HADLEY FIRE DISTRICT NO. 2
REPORT OF THE WATER COMMISSIONERS
July 1, 2012 through June 30, 2013

As you leave town going north on Rt. 116, Amherst Road, you drive over a small bridge that spans Batchelor Brook. One of our water mains also spans that brook, alongside and attached to the bridge. Over the years, the steel supports for that main had deteriorated badly; the Commissioners decided that we could no longer avoid a repair. Since Rt. 116 and the bridge are State-owned, it was necessary to inform the Massachusetts Department of Transportation (DOT) of our intention, and gain its approval for the project. We notified the DOT in July. This was not a major repair job, but the projected cost was large enough to require a bid process. What follows is a summary of the usual slow pace at which such projects proceed. The DOT requested a copy of our repair plan. The Commissioners hired a civil engineering consultant (Infrastructures Technology) to prepare the repair plan, to do the bid specifications and bid process, and to oversee the project for us. The plan and specs were in place by the end of September. Next we pursued the required permit from the DOT. By November the permit was in hand. We then advertised for bids. However, no one requested the bid specifications. We re-bid the project. At the next bid opening day, by now late February, we did get two bids, the lower of which, at \$50,600, was \$600 over the project budget. We decided to go forward with that contractor. Then we ran into problems with the consulting engineer, who seemed too busy to get this little job started. April turned into May. By late May the work was finally underway. By June's end, about a year after we began, it was approaching completion.

Our Skinner Lane tank was painted in 2011, at a cost of approximately \$550,000. In April it was drained and given a two-year post-painting warranty inspection, per the terms of the painting contract. There was a minor issue with the interior top surface of the tank, which was corrected by the contractor. The next tank to be painted is the one on Park Street. We arranged for its inspection in September. In October we got good news. No painting will be necessary for another 3-5 years. We did get some recommendations for some minor repairs, which we made. The Commissioners continue to set aside funds from water sales for the eventual Park Street tank painting.

The water main on Pearl Street has been a source of complaints from customers about low pressure and rusty water. Water Superintendent Aiken has for some time wanted to begin to replace it. In January, Mr. Aiken proposed replacing it with our own staff and a leased backhoe instead of using the more expensive (and time-consuming) bid preparation, bidding and contracting processes. He also proposed using 8" PVC (plastic) pipe for the job. The use of plastic pipe instead of ductile iron is spreading across the country. It is less expensive, easier to work with, and does not accumulate pressure-reducing rust. During the Spring, planning and preparations were made for the project.

In June, Fire Chief Keefe addressed the Water Commissioners, stating that he would begin to track the time spent by Water Department employees on fire calls (between 7 AM and 3 PM) and paying the Water Department for their services. He is doing this in order to determine the true costs of running the Fire Department. The Chief also raised the issue of what sort of injury coverage Water Department employees have if they are injured on an emergency response call. It has been determined that under that circumstance they have the same coverage as other Fire Department responders.

We continue to lease a backhoe and operate it ourselves, for a few months during the construction season. This arrangement enables us to save the cost of paying for a machine and an operator for excavation jobs, such as one we did on Buttonfield and Jewett Lanes. That project involved fixing a low water pressure problem by interconnecting two nearby mains.

The Commissions have on several occasions, discussed the need to revise our pay scales and at least one of our job descriptions.

The District purchased a new air compressor for the building and new billing software. The Prudential Board and the Water Department equally shared purchase costs for these two items.

Our water system security alarms, the performance of our two pumps, and our tank levels are monitored continuously, by our Supervisory Control and Data Acquisition (SCADA) system. Senders at our two tanks, two pumps, and the pumping station are connected to a computer at the fire station and to field staff and Superintendent cell phones at all times. Some of the associated software and hardware are more than ten years old. In the Fall, we began to experience system glitches and malfunctions, some due to old software and some to old equipment. We began to remedy the situation by updating some of the SCADA software.

The Commissioners continue to work closely with District Clerk/Treasurer Sandra Selkirk and the Prudential Board. We thank them for their good will and understanding. We also thank our dedicated administrative staff – Superintendent Mark Aiken for his direction, and Administrative Assistant Joanne Carbin-Bryan for her patience. Last but not least, we thank the field staff – Todd Calkins, Tim Cauley, and Tyler Scheinost. One only has to see them working on a frigid winter day, standing in an ice water-filled trench as they rapidly repair a broken water main, to appreciate their dedication and skill.

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, 2013

CHARGES COMMITTED

Water Sales Due 6/30/12	\$ 9,759.33
Water Sales Charges: 7/1/12 – 6/30/13	\$ 628,356.20
Water Systems Improvement Fund Due	\$ 1,001.18
Water Systems Improvement Fund Charges 2012/13	\$ 90,749.00
Miscellaneous Charges:	
Connection Fees	\$ 14,000.00
Turning on Water	\$ 125.00
Miscellaneous	\$ 11,441.38
Sprint/Nextel (Antenna)	\$ 29,040.00
Cingular (Antenna)	\$ 26,413.20
Fire Line Fees	\$ 6,800.00
Back Flow Inspections	\$ 9,000.00
	<u>\$ 826,685.29</u>

COLLECTIONS

Water Sales	\$ 621,317.80
Discounts	\$ 12,372.59
Water System Improvement Fund Paid	\$ 90,364.72
Abatements	\$ 1,316.68
Connection Fees	\$ 14,000.00
Payments on Water Turn Ons	\$ 125.00
Payments on Miscellaneous	\$ 11,441.38
Sprint/Nextel (Antenna)	\$ 29,040.00
Cingular (Antenna)	\$ 26,413.20
Fire Line Fees	\$ 6,800.00
Back Flow Inspections	\$ 9,000.00
Computer adjustments	\$ (648.54)
Computer adjustments/ capital revenue	\$ (82.44)
Balance due on Water Sales	\$ 3,951.18
Balance due on Water System Improvement Fund	<u>\$ 1,273.72</u>
	<u>\$ 826,685.29</u>

Penalties Collected \$ 2,277.09

Respectfully Submitted,

Joanne Carbin – Bryan
Administrative Assistant

DRY BROOK PUMPING STATION RECORDS

January 1, 2013 to December 31, 2013

	DRY BROOK GALLONS	TOTAL ELECTRICAL COST
January	9,626,000	\$3,216.41
February	9,504,000	\$2,957.86
March	9,961,000	\$2,849.33
April	12,355,000	\$3,516.64
May	14,415,000	\$3,402.01
June	12,945,000	\$3,217.74
July	15,745,000	\$3,841.82
August	15,247,000	\$4,081.15
September	14,699,000	\$3,692.62
October	11,994,000	\$2,576.85
November	10,364,000	\$3,062.36
December	9,994,000	\$3,289.94
Total	146,849,000	\$39,704.73

- *Total gallons pumped for 2013* **146,849,000**
- *Total metered use for 2013* **123,351,184 gallons**
- *Total hydrant flushing program use for 2013* **8,672,051 gallons**
- *Total unaccounted for water in 2013* **14,825,765 gallons**
- *The maximum daily water consumption was on August 6* **1,013,000 gallons**
- *The average gallons per day pumped for 2013* **402,326**
- *The average gallons per minute pumped for 2013* **279**
- *The wholesale cost of water per million gallons in 2013* **\$270.38**
- *Total Percent unaccounted for 2013* **10%**

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, and a Moderator.

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.

SECTION 11. The Clerk/Treasurer of the District shall be an appointed position and said position or any vacancy therein shall be filled by a majority vote of the Prudential Committee then in office. (5/6/13)

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. (5/7/2013)

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:

Revised: October 22, 2007

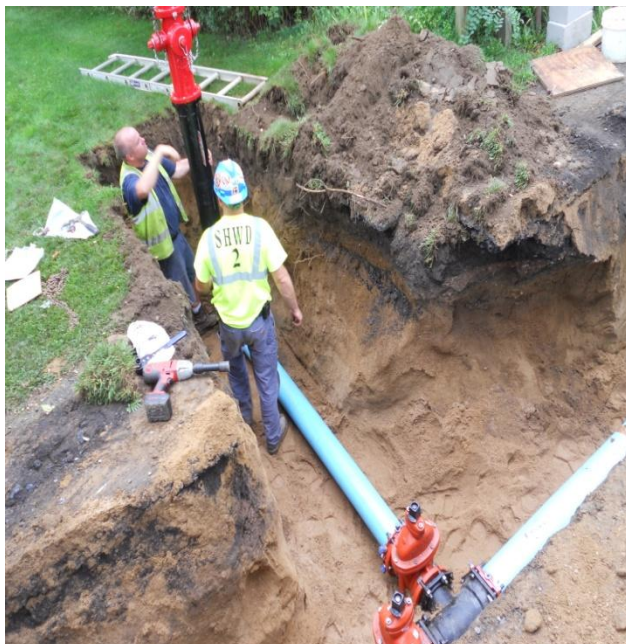
Revised: May 4, 2009

Amended: May 6, 2012

Amended: May 7, 2013



Pearl Street Water Main Replacement from Woodbridge Street to Bach Lane (1st phase 2013)





Boat fire on the Connecticut River – Summer 2013



Firefighters' Tyler Scheinost and Mike O'Neill loading hose on Engine 4 after a structure fire



L to R – FF/EMT Mike O'Neill, FF Scott Libby, Assistant Chief Todd Calkins, District 1 FF/Paramedic Gene Os

