

ANNUAL REPORT OF THE OFFICERS

FIRE DISTRICT NO.2

SOUTH HADLEY, MASSACHUSETTS

July 1, 2015 through June 30, 2016



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REPORT OF THE OFFICERS
FIRE DISTRICT NO. 2



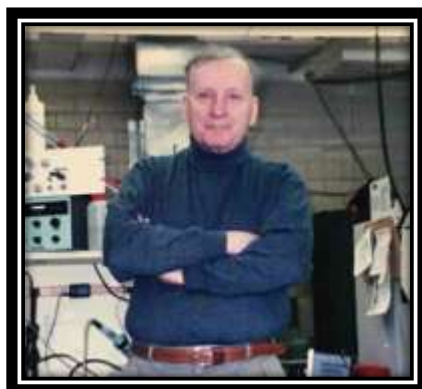
TOWN OF SOUTH HADLEY
MASSACHUSETTS

July 1, 2015 through June 30, 2016

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Memoriam



Curtis G. Smith

The District Officers would like to recognize Curtis G. Smith for his many years of dedicated service to the Prudential Committee. Sadly Mr. Smith passed away on February 15, 2017.

DISTRICT OFFICERS



PRUDENTIAL COMMITTEE

Kenneth J. McKenna, Chair	2017
Robert Lak, Clerk	2018
Richard A. Constant, Member	2019



WATER COMMISSIONERS

Francis J. DeToma, Chair	2017
Katharine M. Bedard, Clerk	2019
Donna J. Russell, Member	2018



CLERK / TREASURER

Barbara F. Miller



MODERATOR

Christopher H. Pyle	2017
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DISTRICT POSITIONS



FIRE CHIEF

David Keefe



ASSISTANT FIRE CHIEF

William J. Selkirk
(Retired 2/29/2016)



ASSISTANT FIRE CHIEF

Todd A. Calkins



WATER SUPERINTENDENT

Mark F. Aiken

ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE

July 1, 2015 through June 30, 2016

This was a disappointing year for the Prudential Committee. Article #31 of the May 2, 2016 Annual District Meeting was defeated, but it was not due to lack of preparation. Individual Prudential Committee members over the span of multiple years met with Mount Holyoke College officials dozens of times to reach an agreement for much needed funding assistance; total agreed assistance \$400,000 (twenty annual payments of \$20,000 each). Fire Chief David Keefe and a committee of fire fighters spent countless hours researching and negotiating with multiple companies to achieve the best possible price for a Quint (a five function fire truck with pump, water tank, fire hose, aerial device and ground ladders), finally negotiating with Pierce Manufacturing, who configured a truck based on our requirements which was to be used as a showpiece for other communities to come and see; accomplishing an exceptional price for the District and a marketing tool for Pierce Manufacturing. All of these efforts were followed by multiple hours of phone conversations and emails between Barbara Miller, District Treasurer and the Department of Revenue, the Inspector General, Peter Frazier (the Districts Financial Advisor) and Len Shuzdak from USDA Rural Development all in an effort to research the most favorable long term payment options and qualify the District for Rural Development low interest bonds, finally concluding in discussions with Bond Counsel to ensure proper wording of the warrant article.

At the May 2, 2016 Annual District Meeting during the discussion preceding the vote on Article #31 many District voters asked the Prudential Committee to engage in a conversation with District 1's Prudential Committee about sharing the costs of a new Quint. Kenneth McKenna, District 2 Prudential Committee Chair, met with District 1 officials at a public meeting and presented the information about a possible joint purchase. Committees were formed, meetings were held. Unfortunately, these meetings did not end with a favorable conclusion. Logistics and differences of opinion as to truck size and equipment were a couple of the main areas of disagreement. The District 2 Prudential Committee is at a loss, as well as the taxpayers.

We wish to thank the District 1 Prudential Committee, Fire Chief Authier and his committee as well as District 2 Fire Chief Keefe and Captain Brady (subsequently appointed Chief) for their commitment and effort with this complex matter. The \$400,000 from Mount Holyoke College has been taken off the table and the negotiated price with Pierce Manufacturing is also null and void as another municipality took advantage of the arrangement. Special thanks to Mount Holyoke College for their efforts and offer of financial assistance, we look forward to further cooperation with college officials at a later date.

At this time we wish to inform taxpayers that we have two fire engines that are 20 and 26 years old. The fire chief has had these vehicles assessed by experts in their field. We will be looking for replacements for these trucks in the near future. We will also be looking for a new ambulance going forward as the present ambulance is a 2011 and has seen a lot of hard work.

We continue to work very well with our neighbors Granby and Fire District 1, both department personnel and officials, in ambulance coverage and fire mutual aid. The Prudential Committee hopes that going forward we can do more together, for the benefit of our taxpayers.

Fire Chief David Keefe retired on October 31, 2016 after more than a decade of service to the District. Though his retirement occurred subsequent to the dates of this report we did not feel we should wait a year to express our sincere gratitude for his service. Chief Keefe took on the role as the first full time Chief of Fire District No. 2 and he performed his duties admirably, with a commitment to safety, first and foremost. Thank you, Chief Keefe, for your dedication to duty and to the District.

We are, as always, very appreciative of the phenomenal effort and work ethic of all the District employees. We are fortunate to have very dedicated people working in both the Water and Fire Departments.

Lastly, we wish to thank Barbara Miller, Clerk/Treasurer, for her efforts. Her administrative and municipal experience has proven very beneficial, while her minimal experience with all things fire safety and ambulance has proven insightful. She has helped us to realize that we speak a different language, one that all of you, may not always understand.

We encourage you to attend our Prudential Committee meetings. Agendas are posted on our website (shdistrict2.org) and meeting dates and times are posted on the sign in front of the station.

Respectfully submitted,
Kenneth J. McKenna, Chairman

TREASURER'S REPORT

June 30, 2016

Cash & checks in office	\$	500.00
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Interest Bearing Checking Accounts

People's Bank	Accts Payable	63,097.86
People's Bank	Payroll	19,534.23
TD Bank	Fire Prev. Acct	27,370.29
		110,002.38

Liquid Investments

TD Bank	Ambulance Receipts	264,282.30
TD Bank	Ambulance Donation	949.63
Peoples Bank	General Fund	150,608.48
Berkshire Bank	Water Dept.	11,804.14
Berkshire Bank	Ambulance	65,856.50
Peoples Bank	Fire Dept Capital Equity	43,671.92
Peoples Bank	Comm. Safety Ed.	5,957.06
Peoples Bank	Water Dept. GF	435,613.71
		978,743.74

Term Investments

Peoples Bank	Water Department CD	101,890.64
		101,890.64

Trust Funds

Easthampton Savings	Fire Equip. Stab	417,877.34
Easthampton Savings	Sale of RE Stab	257.81
Peoples Bank	Water Dept Vehicle Stab	25,699.70
Peoples Bank	OPEB Stab.	44,261.24
Peoples Bank	Water Systems Imp.	18,041.25
Peoples Bank	Water Tank Stab	40,111.55
Peoples Bank	Land Aquis. Stab	19,349.99
Peoples Bank	Water Tank	130,415.99
Peoples Bank	Water Systems Improv.	16,784.15
Peoples Bank	District Stabilization	37,076.55
		749,875.57

Total Cash and Investments	1,941,012.33
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BALANCE SHEET

June 30, 2016

ASSETS:

Cash		
General Funds	\$244,450	
Ambulance	\$448,183	
Water Funds	\$434,776	
Trust Funds (Stabilizations)	\$813,603	
Total	\$1,941,012	
Long Term Debt	\$1,150,000	
Outstanding Real Estate-South Hadley	\$ 13,985	
Outstanding Personal Property-South Hadley	\$ 1,523	
Outstanding Real Estate-Granby	\$ 17,153	
Outstanding Personal Property-Granby	\$ -0-	
Allowance for Abatements (Overlays)	\$ (25,322)	
Tax Liens	\$ 5,282	
Ambulance Receivables	\$ 190,656	
Water Receivables	\$ 8,110	
TOTAL ASSETS		<u>\$3,302,399</u>

LIABILITIES AND FUND BALANCE:

Liabilities		
Long Term Debt (Building)	\$ 675,000	
Long Term Debt (Water Department)	\$ 475,000	
Long Term Debt (Ambulance)	\$ 0	
Payroll Withholdings	\$ (510)	
Tailings	\$ 1,299	
Deferred Revenue		
Property Taxes	\$ 7,339	
Other		
General Fund	\$ 5,282	
Ambulance Outstanding	\$ 190,656	
Water Outstanding	\$ 8,110	
TOTAL LIABILITIES		<u>\$1,362,176</u>
Fund Balances Reserved for:		
Encumbrances and continuing appropriations (General)	\$ 14,075	
Encumbrances and continuing appropriations (Water)	\$ 120,983	
Subsequent Years Expenditures (General)	\$ 100,700	
Subsequent Years Expenditures (Water)	\$ 69,950	
Subsequent Years Expenditures (Ambulance)	\$ 233,766	
Undesignated, reported in:		
General Fund	\$ 128,886	
Ambulance Revenue	\$ 214,417	
Water Fund	\$ 243,843	
Trust Funds (Stabilizations)	\$ 813,603	
TOTAL FUND BALANCE		<u>\$1,940,223</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$3,302,399</u>

REPORT OF APPROPRIATION BALANCES

June 30, 2016

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Administrative/ Office	\$4,000.00	\$4,104.08	(\$104.08)
Administrative/Bank Charges	\$300.00	\$300.41	(\$0.41)
Admin./ Advert., Assoc. Fees, Contracts	\$8,660.00	\$4,307.77	\$4,352.23
Administration/Elections	\$1,100.00	\$1,209.84	\$(109.84)
Administration/Legal	\$5,000.00	\$6,535.00	(\$1,535.00)
Administration/Travel	\$200.00	\$107.64	\$92.36
Administration/ Miscellaneous	\$1,000.00	\$923.01	\$76.99
Administration/ Audit	\$3,000.00	\$3,000.00	\$0.00
Prudential/ /Salary/Treasurer	\$34,339.00	\$35,379.00	(\$1,040.00)
Treasurer/ Clerk Salary \$ 67,078.00 ½ included in WD wages Treasurer Consultant \$1,840.00			
Prudential/Elected Officials Stipends	\$3,000.00	\$3,000.00	\$0.00
Prudential/Electric	\$4,160.00	\$3,777.15	\$382.85
Prudential/Heating	\$3,000.00	\$1,202.90	\$1,797.10
Prudential/Maintenance & Misc.	\$4,300.00	\$7,813.00	(\$3,513.00)
Prudential/Telephones	\$2,600.00	\$3,875.86	(\$1,275.86)
Prudential/Trash, Sewer	\$700.00	\$803.71	(\$103.71)
Prudential/ Reserve	\$14,000.00	\$0.00	\$14,000.00
Prudential/Fuel	\$3,400.00	\$1,581.79	\$1,818.21
Prudential/ Fire Association	\$700.00	\$0.00	\$700.00
Prudential/OPEB Contribution	\$2,500.00	\$2,500.00	\$0.00
Prudential/Building Maintenance	\$2,000.00	\$0.00	\$2,000.00
Assessors Salaries	\$2,871.50	\$2,871.60	(\$0.10)
Tax Collectors Salaries	\$2,576.00	\$2,576.00	\$0.00
Prudential/General Insurance	\$49,000.00	\$49,847.52	(\$847.52)
Town Hall Expenses/contribution	\$1,500.00	\$1,500.00	\$0.00
Health & Wellness (PC & Water)	\$400.00	\$167.71	\$232.29
Prudential/County Retirement	\$126,891.00	\$126,891.00	\$0.00
Prudential/Health/Dental/Life	\$86,300.00	\$87,358.56	(\$1,058.56)
Prudential/Medicare	\$11,100.00	\$12,963.98	(\$1,863.98)
Prudential/ Bldg. Bond	\$106,500.00	\$106,500.00	\$0.00

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Fire Dept./Wages, Salaries	\$596,917.20	\$609,359.01	(\$12,441.81)
Fire Chief Salary \$99,570.04 Education Stipend \$4,884.56 Longevity \$200.00 HZMAT Reimbursed \$13,707.68 Captain Salary (2/1/2016) \$77,491.17 Hourly Lieutenant \$52,472.50 FF/Lieutenant (1/1/16) \$61,331.04 Firefighter \$59,003.52 Firefighter \$59,003.52 Firefighter \$48,821.84 Toned Calls, Drills, Details and Shift Coverage \$ 133,199.28 *Chief is EMT/Intermediate certified, Full Time FD employees are EMT certified. All receive stipends, see Ambulance/EMT Education Stipend			
Fire Dept./ Overtime	\$92,269.04	\$37,920.70	\$54,348.34
Fire Dept./ Maintenance	\$10,000.00	\$10,530.67	(\$530.67)
Fire Dept./ Chief Exp. Account	\$4,000.00	\$1,971.63	\$2,028.37
Fire Dept. / Equip. (Carry For. \$351.00)	\$351.00	\$799.74	(\$448.74)
Fire Dept./Dues, Prof. Expenses	\$800.00	\$1,564.00	(\$764.00)
Fire Dept./ Uniforms	\$3,000.00	\$4,000.76	(\$1,000.76)
Fire Dept./ Education & Certification	\$1,500.00	\$202.00	\$1,298.00
Fire Dept./ Diesel	\$2,000.00	\$937.26	\$1,062.74
Fire Dept./ Computer	\$1,600.00	\$541.40	\$1,058.60
Fire Dept./ Travel	\$400.00	\$30.25	\$369.75
Fire Dept./ Cell Phones	\$1,800.00	\$1,830.00	(\$30.00)
Fire Dept./ Physicals	\$4,000.00	\$1,200.00	\$2,800.00
Fire Dept./ Training	\$7,000.00	\$1,085.95	\$5,914.05
Fire Dept./ Misc. (Carry For. \$5,000)	\$5,000.00	7,274.56	(\$2,274.56)
Fire Dept./ Fire Prevention	\$16,300.00	\$14,956.65	\$1,343.35
Fire Dept./ Alarm System	\$8,000.00	\$8,316.10	(\$316.10)
Fire Dept./ Grant Subsidy Allow.	\$5,000.00	\$2,433.00	\$2,567.00
Ambulance/ EMT on Call Hourly Paid Minimum Wage	\$83,220.00	\$80,755.49	\$2,464.51
Ambulance/EMT Pay Per Call Paid \$26.00 per call	\$46,360.00	\$9,828.00	\$36,532.00

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Ambulance/Education Stipend	\$19,200.00	\$19,568.13	(\$368.13)
EMT Intermediate \$4,892.43			
EMT \$2,445.95			
Ambulance/Radio Operator	\$70,642.00	\$64,326.10	\$6,315.90
Hourly at minimum wage			
Ambulance/ Fuel	\$5,500.00	\$3,679.55	\$1,820.45
Ambulance/ Repair & Maintenance	\$6,000.00	\$5,308.97	\$691.03
Ambulance/ Disposable Supplies	\$7,000.00	\$5,975.81	\$1,024.19
Ambulance/ Outside Services	\$800.00	\$794.00	\$6.00
Ambulance/ Training	\$1,500.00	\$57.95	\$1,442.05
Ambulance/ License & Fees	\$1,200.00	\$1,175.00	\$25.00
Ambulance/ ALS Intercepts	\$37,050.00	\$34,621.68	\$2,428.32
Ambulance/ Billing Agent	\$8,311.00	\$9,441.12	(\$1,130.12)
Ambulance/ Miscellaneous	\$800.00	\$267.07	\$532.93
Ambulance/ Equipment	\$8,000.00	\$2,097.47	\$5,902.53
Ambulance/ Software & Fed. Report	\$1,300.00	\$41.46	\$1,258.54
Ambulance/ DPH Reporting		977.38	(977.38)
Ambulance/ Bond	\$30,675.00	\$30,675.00	\$0.00
Water Dept./ Wages & Salaries	\$334,590.00	\$327,032.20	\$7,557.80
Superintendent Salary \$83,820.25			
½ Treasurer/ Clerk Salary \$33,539.00			
<u>Hourly Employees Base Wages</u>			
Water Systems Operator \$60,695.60			
Water Systems Operator \$60,695.60			
Water Systems Operator \$39,416.82			
Administrative Asst. \$46,237.20			
Longevity \$ 2,600.00			
Water Dept./ Overtime	\$9,500.00	\$8,637.93	\$862.07
Water Dept./ Elected Officials Stipends	\$3,000.00	\$3,000.00	\$0.00
Water Dept./ Bank Charges	\$275.00	\$0.00	\$275.00
Water Dept./ Office	\$14,500.00	\$9,958.83	\$4,541.17
Water Dept./ Travel	\$200.00	\$0.00	\$200.00
Water Dept./ Miscellaneous	\$2,500.00	\$8,157.20	\$5,657.20
Water Dept./ Audit	\$3,000.00	\$3,000.00	\$0.00
Water Dept./ County Retirement	\$60,769.00	\$60,769.00	\$0.00
Water Dept./ Health, Dental & Life Ins.	\$68,800.00	\$65,346.10	\$3,453.90

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Water Dept./ Medicare	\$4,491.00	\$4,360.17	\$130.83
Water Dept./ General Insurances	\$22,654.00	\$21,433.07	\$1,762.93
Water Dept./ Fuel	\$7,500.00	\$4,501.86	\$2,998.14
Water Dept./ Electric	\$49,660.00	\$40,305.10	\$9,354.90
Water Dept./ System Mapping	\$1,000.00		\$1,000.00
Water Dept./ Uniforms	\$2,200.00	\$1,874.86	\$325.14
Water Dept./ Vehicle Maintenance	\$4,500.00	\$9,471.92	(\$4,971.92)
Water Dept./ Meters, Parts, Misc.	\$30,845.00	\$27,449.53	\$3,395.47
Water Dept./ Communications	\$8,000.00	\$4,880.52	\$3,119.48
Water Dept./ Contractors, Excavation	\$23,000.00	\$14,154.40	\$8,845.60
Water Dept./ Sampling	\$5,000.00	\$3,511.50	\$1,488.50
Water Dept./ Licensing, School & Dues	\$3,500.00	\$3,558.47	\$58.47
Water Dept./ Safe Water Act Fee	\$1,248.00	\$1,248.22	\$0.22
Water Dept./ Consulting	\$10,000.00		\$10,000.00
Water Dept./ OPEB Contribution	\$2,500.00	\$2,500.00	\$0.00
Water Dept./ Heating	\$3,000.00	\$1,202.86	\$1,797.14
Water Dept./ Cap. Imp (CF \$34,820.94)	\$34,820.94	\$22,058.78	\$12,762.16
Water Dept./ Tank Painting	\$0.00	\$0.00	\$0.00
Water Dept./ Vehicle Purchases	\$100,000.00	\$66,778.80	\$33,221.20
Water Dept./ Tank Inspections	\$4,000.00	\$0.00	\$4,000.00
Water Dept./ Bond	\$61,630.00	\$61,630.00	\$0.00

REPORT OF RECEIPTS
(Water Dept. Receipts included in Water Dept. Report)
July 1, 2015 through June 30, 2016

Real Estate	\$ 1,069,506.23
Personal Property	\$ 26,535.57
Penalties & Interest	\$ 3,318.54
Tax Liens Redeemed	\$ 3,626.21
Penalties & Interest on Tax Liens	\$
Permits/Fire Department	\$ 20,804.52
Miscellaneous Revenues	\$ 13,353.07
Community Safety Education/CPR	\$ 4,845.00

PRUDENTIAL COMMITTEE CAPITAL PLANNING REPORT

The Prudential Committee strives to include annual warrant articles for the purpose of increasing the Fire Department Capital Stabilization Fund. However, the annual contributions, if continued at the present rate, will take nearly a decade to provide the funds necessary for an outright purchase of a new fire engine. The ongoing, careful maintenance of the fleet has aided in the longevity of our present equipment but the two fire engines are 20 and 26 years old.

FIRE DEPARTMENT CAPITAL 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
Interest earned Fiscal 2014	\$ 2,457.01
Appropriation to account Fiscal 2015	\$ 5,000.00
Interest earned Fiscal 2015	\$ 2,205.44
Appropriation to account Fiscal 2016	\$ 40,000.00
Interest earned Fiscal 2016	\$ 2,067.32
Balance June 30, 2016	\$ 457,877.34

DISTRICT BOND REPORT

BUILDING PORTION

Original Bond with Interest		\$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
Payment 2014	\$112,800.00	\$1,043,610.00
Payment 2015	\$109,650.00	\$ 933,960.00
Payment 2016	\$106,500.00	\$ 827,460.00

WATER DEPARTMENT PORTION/CAPITAL IMPROVEMENTS

Original Bond with Interest		\$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	\$778,120.00
Payment 2014	\$64,990.00	\$713,130.00
Payment 2015	\$63,310.00	\$649,820.00
Payment 2016	\$ 61,630.00	\$588,190.00

AMBULANCE PURCHASE

Original Bond with Interest		\$180,612.50
Payment 2012	\$38,187.50	\$142,425.00
Payment 2013	\$38,037.50	\$104,387.50
Payment 2014	\$37,250.00	\$67,137.50
Payment 2015	\$36,462.50	\$30,675.00
Payment 2016	\$30,675.00	\$0.00

(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,
Barbara Miller, Clerk/Treasurer

REPORT OF THE FIRE CHIEF
July 1, 2015 to June 30, 2016

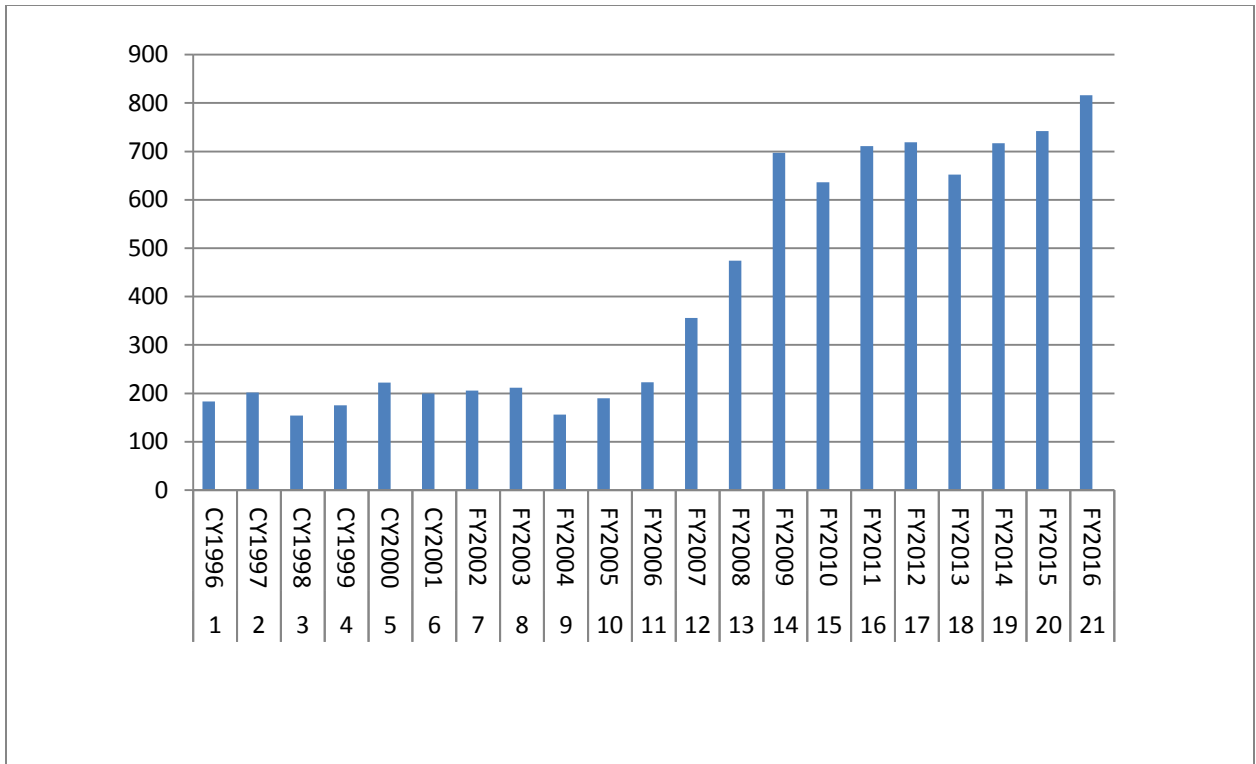
Fiscal Year 2016, although consistent with our prior years in terms of growth, represents the beginning of a transitional period for the Fire Department.

Our members responded to 816 emergency incidents. Our fire prevention program grew significantly in accordance with the demands of the Commonwealth's new comprehensive fire code, adopted in January of 2015. Our ambulance service grew in call volume and, most importantly, our staff stepped up and handled all of the growth and regulatory changes with professionalism.

The greatest changes to the department began with the first of a series of retirements that have continued into the current fiscal year. In February of 2016, Assistant Chief William Selkirk retired after over 36 years of service to the District. Bill was hired in October of 1979 as a fulltime employee of the water department and a call firefighter. Throughout the years, Bill worked his way through the ranks of both departments until, eventually, he was promoted to Water Superintendent and Assistant Chief of the Fire Department. When the needs of the District changed, Bill left the Water Department and became a fulltime firefighter in 2010. Bill retired from full time service in August of 2014 and remained a member of the call department until February 29, 2016. Assistant Chief Selkirk acted in the best interest of the District and served the community with honor throughout his tenure. We all thank him for his decades of service.

Incident Type Report Summary
July 1, 2015 to June 30, 2016

<u>Incident Type</u>	<u>Number of Incidents</u>
Fire	47
Rescue and EMS	405
Hazardous Condition (No Fire)	26
Service Call	193
Good Intent Call	47
False Alarm & False Call	97
Special Incident Type	1
Total Emergency Incidents	816



The above graph depicts the emergency activity of the Fire Department over the last 21 years. Our call volume has increased 10% from FY15 to FY16. This is consistent with the average of our prior years' growth and in line with national trends. In order to deal with this constant growth, we must consistently find ways to improve our efficiency and operational abilities.

Submitted by Chief Scott Brady for Retired Chief David Keefe

REPORT OF THE WATER COMMISSIONERS

July 1, 2015 through June 30, 2016

This year the Commissioners were occupied by a number of projects and concerns. Our major project was a replacement of a failing water main on East Street. Early in 2015 we learned that the Town was planning to improve the drainage on East Street and then repave it. We decided to take advantage of that situation, and thus avoid the cost of repaving the street. At the May 4th 2015 Annual District meeting, the voters approved our proposal for a water main replacement project on East Street. We were ready to go. Digging began on the next day, with an excavator and operator we contracted for from Marion Excavating. Tim Cauley operated a leased backhoe for backfilling the trench while Todd Calkins and Tyler Scheinost laid in the piping. Progress was steady, and by mid-July the project was completed. In all the crew replaced 2500 feet of an old 6" water main with a new 8" main. After the main was in, the crew then disconnected the water services of each of the 40 homes on the street from the old main and ran a new service line to each home. They also installed eight shutoff valves along the main, and three hydrants. We had estimated the cost of this project at \$100,000 if entirely contracted out. By doing it with our own crew, and an excavator and operator from Marion, the project came in at \$65,000. The Water Commissioners visited the project site several times, in order to get a sense of the scope of the project and how our crew handled it. Everyone is pleased with how well it went.

People passing by the Fire Station in the summer often see a large water tanker truck parked at a hydrant by the station, with "Capone's Pool Water" in large letters across the tank. Capone tanker trucks take on water at that hydrant and deliver it to pool owners; they can fill up a pool very quickly, as opposed to the long time it would take to fill it with a garden hose. Capone also delivers water to construction sites. The hydrant is metered so that we know how much water is taken aboard the tankers. Capone has become a valued and steady customer of the Water Department. Over the course of the 2015-16 fiscal year, the company bought about \$25,000 worth of water, which reduced the water rate for the rest of us in the District. The hydrant used by Capone was, however, not intended for that purpose, and it was in an awkward location. In August we replaced the old hydrant and meter with new equipment, at a safer and more convenient nearby location.

During the summer, the Prudential Committee approached the Water Commissioners asking if they would contribute to the cost of some needed building insulation, as well as some repairs to the parking lot and the construction of a retaining wall at the right-side entrance to the Fire Department equipment bay. The Water Commissioners contributed \$2,500 dollars toward the insulation installation and parking lot repair, and the Water Department crew installed the retaining wall.

At a number of our monthly meetings, the Superintendent reported that all three of our trucks were having maintenance problems. The repair bills were mounting. He also reported that we have sufficient funding in our vehicle stabilization account to replace one or more of them. We deferred to the crew's opinion about which trucks should be replaced. The consensus was that both our pick-up truck and our dump truck needed replacements. Bids were requested in February, the trucks were purchased, and both of them were in service by May.

We periodically inspect our water tanks; the tank on Park Street was due. We arranged for the inspection with the company that repainted our Skinner Lane tank. However, repeated unsuccessful attempts to get the inspection done during the summer and fall were unsuccessful. Ultimately, we were forced to move on to other companies. After reviewing the proposals of some other firms, we settled on Underwater Solutions. The tank was inspected on June 6, 2016.

As the company's name suggests, the inside of the tank was inspected with the tank full, by underwater divers.

In November, The Prudential Committee has asked if the Water Department would share the cost of maintenance for the sprinkler system. That request led to a more general discussion between the Water Commissioners and the Prudential Board members about the need to include in our respective budgets some funding for larger building maintenance issues, such as roof repairs and replacement, heating and cooling systems repairs and so on. We agreed that going forward, the two groups will work more closely together on these issues as we prepare our respective budgets. The Chairs of the Water Commission and the Prudential Board agreed to meet on a regular basis to discuss issues of common concern to the two bodies, and are doing so.

In March, the Commissioners discussed offering our customers the ability to pay their water bills on-line. We looked for and found an arrangement for on-line payments that would not cost the Department anything. We spoke with a company that offered such an arrangement. We were assured that if we chose to remove the billing payment program there would be no charge to us. It is a secure site, and all liability falls to the company. Our customers now have the option of paying their water bills on-line.

There is a constant need to maintain and upgrade our various computer-driven systems. During the year we updated our billing system software and hardware, improved our water meter radio-read system, and replaced some hard drives. There was a low-tech patch as well - - we replaced the Department's ancient riding lawn mower.

We end with our thanks to our Superintendent, our office manager, and our crew for the exceptional work they do for us and for the ratepayers. We also wish to thank our Clerk/Treasurer for her assistance and guidance, and of course our Prudential Board for its continuing understanding and support.

Respectfully submitted by the Board of Water Commissioners

Frank DeToma, Chair

Kate Bedard, Clerk

Donna Russell, Member

WATER DEPARTMENT SUMMARY REPORT

July 1, 2015 through June 30, 2016

CHARGES COMMITTED

Water Sales Due 6/30/2015	\$ 9,933.53
Water Sales Charges: 7/1/2015 - 6/30/2016	741,823.39
Water Systems Improvement Fund Due 6/30/2015	1,713.00
Water Systems Improvement Fund charges 2015/16	133,994.55

Miscellaneous Charges:

Connection Fees	60,000.00
Payments Water Turn On	229.80
Miscellaneous	10,222.25
Sprint (Antenna)	29,040.00
AT & T (Antenna)	26,633.31
Fire Line Fees	7,100.00
Back Flow Inspections	9,050.00

\$ 1,029,739.83

COLLECTIONS

Water Sales Paid	\$ 731,817.03
Balance Due on Water Sales	6,365.31
Water System Improvement. Fund Paid	133,943.76
Water System Improvement Fund Due	1,820.31

Discounts	14,179.20
Abatements	1,180.00
Connection Fees	60,000.00
Payments on Water Turn On	229.80
Payments on Miscellaneous	10,222.25
Sprint	29,040.00
AT&T	26,633.31
Fire Line Fee	7,100.00
Back Flow Inspection	9,050.00
Computer adjustments/Water	(1,607.14)
Computer adjustments/Capital Revenue/Misc.	(234.00)

\$ 1,029,739.83

Penalties Collected \$ 2,459.59

Respectfully Submitted,

*Joanne Carbin – Bryan
Administrative Assistant*

DRY BROOK PUMPING STATION RECORDS
January 1, 2016 to December 31, 2016

	DRY BROOK GALLONS	TOTAL ELECTRICAL COST
January	9,073,000	\$2,982.45
February	9,475,000	\$2,953.94
March	9,449,000	\$2,796.57
April	10,812,000	\$2,943.62
May	13,122,000	\$3,537.04
June	17,550,000	\$4,275.07
July	21,094,000	\$4,519.80
August	17,763,000	\$4,279.64
September	16,619,000	\$4,054.51
October	12,189,000	\$3,464.21
November	10,169,000	\$3,085.54
December	9,656,000	\$2,787.76
Total	156,971,000	\$41,680.15

• Total gallons pumped for 2016	156,971,000
• Total metered use for 2016	139,431,688
• Hydrant flushing and accounted for leaks for 2016	3,879,656
• Total unaccounted for water in 2016	13,659,656
• The maximum daily water consumption on July 21st	1,020,000
• The average gallons per day pumped for 2016	430,058
• The average gallons per minute pumped for 2016	299
• The wholesale cost of water per million gallons in 2016	\$265.53
• Total Percent unaccounted for 2016	9%

**SOUTH HADLEY DISTRICT No. 2
ELECTION RESULTS
June 14, 2016**

Moderator (1 year)

Christopher Pyle	63 votes/elected
Jim Menard	2
Blanks	20

Prudential Committee (3 years)

Richard Constant	36 votes/elected
James Menard	35
Blanks	6
Unrecognized Votes	6

Water Commissioner (3 years)

Katharine Bedard	65 votes/elected
Tracy Whelen	1
Blanks	19

Total voided ballots	0
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Respectfully submitted,
Barbara Miller, Clerk/Treasurer

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.

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, by vote of then in office Prudential Committee. (adopted 05/04/2015)

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. (adopted 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. (adopted 5/4/09)

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.(original vote Feb. 2, 1951)

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

Revised: May 4, 2009

Amended: May 7, 2012

Amended: May 6, 2013

Amended: May 4, 2015

PHOTO GALLERY



Assistant Chief Todd Calkins with Chrysanthi Mayor, recipient of the McNamara Award as the top performing student in her Massachusetts Call Volunteer Fire Fighter 1/2 Class.

M.S. Climb to the Top
March 2016
SHFD2 Fire Fighters Assoc.
Raised Over \$15,000



Elmer Brook Property
Technical Rescue Training

Department of Fire Services
Live Fire Training Simulator



Tyler Scheinost, Water Systems Operator,
Installing a Hydrant on East Street



Todd Calkins, Water Systems Operator,
Installing a Water Service Line on East Street

