

ANNUAL REPORT OF THE OFFICERS

FIRE DISTRICT NO. 2 SOUTH HADLEY, MASSACHUSETTS

July 1, 2016 through June 30, 2017



ANNUAL
REPORT OF THE OFFICERS
FIRE DISTRICT NO. 2



TOWN OF SOUTH HADLEY
MASSACHUSETTS

July 1, 2016 through June 30, 2017

TABLE OF CONTENTS

Memoriam	1
District Officers	2
District Positions	3
Annual Report of the Prudential Committee	4
Treasurer's Report	5
Balance Sheet	6
Report of Appropriation Balances	7
Report of Receipts	10
Prudential Committee, Capital Planning Report	11
District Bonding Report	12
Annual Report of the Fire Chief	13
Call Data	14
Incident Type Report Summary	15
Incident Type by Fiscal Year	16
Annual Report of the Water Commissioners	17
Water Department Summary Report	19
Dry Brook Pumping Station Records	20
Clerk's Report of Annual District Meeting for FY2017	21
Election Results	32
By-Laws of the Fire District	33
Photo Gallery	37

Memoriam



Ronald E. Langevin

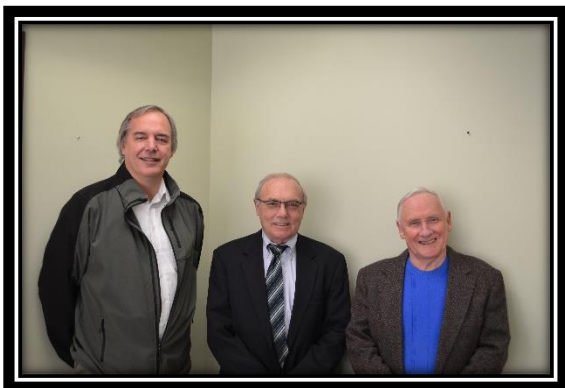
The District Officers would like to recognize Ronald E. Langevin for his fifteen years of dedicated service to District 2 as the first full-time fire fighter and Lieutenant on the Call Department. Sadly Lt. Langevin passed away on November 14, 2017.



Francis M. Conti Sr.

The District Officers would also like to recognize Francis M. Conti Sr. for his thirty-four years of dedicated service to District 2 as an Assessor for the Town of South Hadley. Sadly Mr. Conti passed away on September 15, 2017.

DISTRICT OFFICERS



PRUDENTIAL COMMITTEE

Kenneth J. McKenna, Chair	2020
Robert Lak, Clerk	2018
Richard A. Constant, Member	2019



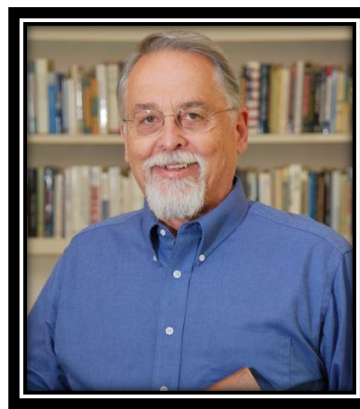
WATER COMMISSIONERS

Francis J. DeToma, Chair	2020
Katharine M. Bedard, Clerk	2019
Donna J. Russell, Member	2018



CLERK / TREASURER

Barbara F. Miller



MODERATOR

Christopher H. Pyle	2018
---------------------	------

DISTRICT POSITIONS



FIRE CHIEF
David Keefe
Retired 10/31/2016



FIRE CHIEF
Scott Brady
Appointed Acting Chief 11/20/2016
Appointed Chief 2/27/2017



ASSISTANT FIRE CHIEF
Todd A. Calkins



WATER SUPERINTENDENT
Mark F. Aiken

ANNUAL REPORT OF THE PRUDENTIAL COMMITTEE

July 1, 2016 through June 30, 2017

The Prudential Board has spent considerable effort this past year in negotiating joint dispatching with other entities to reduce costs and also what could be potential issues since it is often presently conducted out of individual homes. Our conversations in this regard, with the Town of South Hadley, the Town of Granby and Fire District No. 1, have not yet borne fruit. We are committed to continue those efforts going forward. We are also involved in early discussion with Mount Holyoke College concerning possible support for a new ambulance. The second ambulance, while well maintained for a sixteen year old vehicle, will need to be replaced eventually.

Members of the Prudential Board began conversations with District No. 1 Prudential Board members to explore possibilities and potential benefits to merging the two Districts. These conversations are very preliminary and continuing. The Board feels it has a fiduciary responsibility to the taxpayers of District No. 2 to explore all possibilities to deliver quality service and protection to its citizens while exploring ways to reduce costs wherever possible.

The Prudential Board appointed Scott Brady to the position of Fire Chief on February 27, 2017. He has been with the department for seventeen years, his career began as an on-call firefighter. In 2007 he was hired fulltime as a Firefighter/EMT, then in 2014 he was promoted to the rank of Captain and later appointed Acting Chief.

We have an excellent working relationship with the Town of Granby and District No. 1 officials and personnel, in both fire and ambulance mutual aid.

Our firefighters and ambulance personnel continue to perform at the highest level and we are very appreciative of their hard work and commitment.

The Prudential Board is very concerned about the very low voter turnout for the District 2 elections and are working with the Town of South Hadley to coordinate Town and District elections being held at the same time, to encourage greater participation.

We would like to thank the Water Commissioners and our Clerk/Treasurer for their assistance and support.

I personally would like to thank my fellow board members for their continued effort and dedication.

Respectfully Submitted,

Kenneth J. McKenna, Chairman

TREASURER'S REPORT

June 30, 2017

Cash & checks in office	\$	500.00
-------------------------	----	--------

Interest Bearing Checking Accounts

People's Bank	Accts Payable	121,211.69
People's Bank	Payroll	19,534.23
TD Bank	Fire Prev. Acct	43,695.05
		\$ 184,440.97

Liquid Investments

TD Bank	Ambulance Receipts	\$ 353,840.85
TD Bank	Ambulance Donation	951.39
Peoples Bank	General Fund	55,849.54
Berkshire Bank	Water Dept.	11,815.93
Berkshire Bank	Ambulance	66,087.05
Peoples Bank	Fire Dept Capital Equity	28,620.97
Peoples Bank	Comm. Safety Ed.	9,205.41
Peoples Bank	Water Dept. GF	383,995.06
		\$ 910,366.20

Term Investments

Peoples Bank	Water Department CD	\$ 102,502.96
--------------	---------------------	---------------

Trust Funds

Easthampton Savings	Fire Equip. Stab.	\$ 499,998.89
Peoples Bank	Water Dept Vehicle Stab	2,503.45
Peoples Bank	OPEB Stab.	49,380.35
Peoples Bank	Water Systems Imp.	200,633.09
Peoples Bank	Water Tank Stab.	90,288.46
Peoples Bank	Land Aquis. Stab.	19,656.74
Peoples Bank	Water Tank	131,199.74
Peoples Bank	Water Systems Improv.	16,885.00
Peoples Bank	Water Building Stab.	5,008.31
Peoples Bank	District Stabilization	42,177.69
		\$ 1,057,731.72

Total Cash and Investments	\$ 2,255,541.85
----------------------------	-----------------

BALANCE SHEET

June 30, 2017

ASSETS:

Cash		
General Funds	\$ 197,095	
Special Revenue Funds	\$ 502,401	
Water Funds	\$ 498,314	
Trust Funds (Stabilizations)	\$1,057,732	
Total		\$2,255,542
Long Term Debt		\$ 1,035,000
Outstanding Real Estate-South Hadley	\$ 2,445	
Outstanding Personal Property-South Hadley	\$ 1,731	
Outstanding Real Estate-Granby	\$ 16,437	
Outstanding Personal Property-Granby	\$ -0-	
Allowance for Abatements (Overlays)	\$ (24,765)	
Tax Liens	\$ 9,963	
Ambulance Receivables	\$ 214,935	
Water Receivables	\$ 6,750	
TOTAL ASSETS		<u>\$3,518,038</u>

LIABILITIES AND FUND BALANCE:

Liabilities		
Long Term Debt (Building)	\$ 600,000	
Long Term Debt (Water Department)	\$ 435,000	
Payroll Withholdings	\$ (1,058)	
Tailings	\$ 1,300	
Deferred Revenue		
Property Taxes	\$ (4,152)	
Other		
General Fund	\$ 9,963	
Ambulance Outstanding	\$ 214,935	
Water Outstanding	\$ 6,750	
TOTAL LIABILITIES		<u>\$1,262,738</u>
Fund Balances Reserved for:		
Encumbrances and continuing appropriations (General)	\$ 0	
Encumbrances and continuing appropriations (Water)	\$ 86,596	
Subsequent Years Expenditures (General)	\$ 56,500	
Subsequent Years Expenditures (Water)	\$ 117,370	
Subsequent Years Expenditures (Ambulance)	\$ 287,078	
Undesignated, reported in:		
General Fund	\$ 140,354	
Special Revenue Funds	\$ 215,322	
Water Fund	\$ 294,348	
Trust Funds (Stabilizations)	\$ 1,057,732	
TOTAL FUND BALANCE		<u>\$2,255,300</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$3,518,038</u>

REPORT OF APPROPRIATION BALANCES

June 30, 2017

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Administrative/ Office	\$4,500.00	\$2,926.86	\$1,573.14
Admin./ Advert., Assoc. Fees, Contracts	\$5,200.00	\$3,732.86	\$1,467.14
Administration/Elections	\$702.00	\$1,309.94	(\$607.94)
Administration/Legal	\$5,000.00	\$2,363.00	\$2,637.00
Administration/Travel	\$200.00	\$258.06	(\$58.06)
Administration/ Miscellaneous	\$1,000.00	\$1,249.40	(\$249.40)
Administration/Audit	\$3,250.00	\$3,000.00	\$250.00
Prudential//Salary/Treasurer	\$36,078.92	\$36,379.02	(\$.10)
Treasurer/Clerk Salary \$ 71,248.90 ½ included in WD wages			
Prudential/Elected Officials Stipends	\$3,000.00	\$3,000.00	\$0.00
Prudential/Electric	\$4,210.00	\$3,601.07	\$608.935
Prudential/Heating	\$3,000.00	\$1,203.68	\$1,796.32
Prudential/Maintenance & Misc.	\$3,845.00	\$6,802.80	(\$2,957.80)
Prudential/Telephones	\$3,220.00	\$3,907.40	(\$687.40)
Prudential/Trash, Sewer	\$850.00	\$972.07	(\$122.07)
Prudential/ Reserve	\$13,108.08	\$0.00	\$13,108.08
Prudential/Fuel	\$3,400.00	\$1,714.63	\$1,685.37
Prudential/ Fire Association	\$700.00	\$700.00	\$0.00
Prudential/OPEB Contribution	\$2,500.00	\$2,500.00	\$0.00
Assessors Salaries	\$2,902.00	\$2,902.00	\$0.00
Tax Collectors Salaries	\$2,602.00	\$2,602.00	\$0.00
Prudential/General Insurance	\$44,980.00	\$46,138.73	(\$1,158.73)
Town Hall Expenses/contribution	\$1,500.00	\$0.00	\$1,500.00
Health & Wellness (PC)	\$100.00	\$25.00	\$75.00
Prudential/County Retirement	\$145,909.00	\$145,909.00	\$0.00
Prudential/Health/Dental/Life	\$94,300.00	\$105,512.70	(\$11,512.70)
Prudential/Medicare	\$13,000.00	\$12,449.36	\$550.64
Prudential/WD/ Bldg. Bond	\$103,350.00	\$103,350.00	\$0.00

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Fire Dept./Wages, Salaries	\$669,507.00	\$586,627.77	\$82,879.23
Fire Chief Salary \$ 108,516.53 Education Stipend 4,933.41 Longevity 200.00 HAZMAT Reimbursed 1,500.00 Captain Salary (10/31/2016) 28,429.61 Hourly Lieutenant (11/3/2016) 19,122.48 FF/Lieutenant 64,359.36 Firefighter 58,537.68 Firefighter 58,537.68 Firefighter 58,537.68 Toned Calls, Drills, 136,542.62 Details, Shift Cov, Duty Officer			
*Chief and Full Time FD employees are EMT certified. All receive stipends, see Ambulance/EMT Education Stipend			
Fire Dept./Overtime (Appr. incl. above)		\$35,926.39	(\$35,926.39)
Fire Dept./ Veh/Equip Repair & Maint. (Includes Carry Forward \$13,972.70)	\$24,972.70	\$26,848.77	(\$1,876.07)
Fire Dept./ Chief Exp. Account	\$4,000.00	\$2,989.67	\$1,010.33
Fire Dept. / Equip.	\$0.00	\$270.00	(\$270.00)
Fire Dept./Dues, Prof. Expenses	\$1,000.00	\$2,815.00	(\$1,815.00)
Fire Dept./ Uniforms	\$3,000.00	\$3,838.36	(\$838.36)
Fire Dept./ Education & Certification	\$1,500.00	\$49.70	\$1,450.30
Fire Dept./ Diesel	\$2,000.00	\$1,204.28	\$795.72
Fire Dept./ Computer	\$1,600.00	\$1,063.34	\$536.66
Fire Dept./ Travel	\$400.00	\$8.10	\$391.90
Fire Dept./Cell Phones	\$1,800.00	\$1,920.00	(\$120.00)
Fire Dept./ Physicals	\$4,000.00	\$300.00	\$3,700.00
Fire Dept./ Training	\$7,500.00	\$3,911.88	\$3,588.12
Fire Dept./ Misc. (Carry For. \$102)	\$102.00	\$780.92	(\$678.60)
Fire Dept./ Fire Prevention	\$19,500.00	\$8,287.09	\$11,212.91
Fire Dept./ Communications	\$8,000.00	\$3,523.08	\$4,476.92
Ambulance/ EMT on Call Hourly - Paid Minimum Wage	\$91,980.00	\$84,574.00	\$7,406.00
Ambulance/EMT Pay Per Call Paid \$26.00 per call	\$10,444.00	\$9,548.00	\$896.00

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Ambulance/Education Stipend	\$19,200.00	\$15,374.68	\$3,825.32
EMT Intermediate \$4,933.41			
EMT \$2,400.00			
Ambulance/Radio Operator	\$31,350.00	\$77,309.50	(\$45,959.50)
Hourly at minimum wage			
Ambulance/ Fuel	\$5,500.00	\$3,285.17	\$2,214.83
Ambulance/ Repair & Maintenance	\$7,000.00	\$6,513.15	\$486.85
Ambulance/ Disposable Supplies	\$7,000.00	\$4,371.08	\$2,628.92
Ambulance/ Outside Services	\$800.00	\$2,396.16	(\$1,596.16)
Ambulance/ Training	\$1,500.00	\$2,070.00	(\$570.00)
Ambulance/ License & Fees	\$1,200.00	\$1,003.00	\$197.00
Ambulance/ ALS Intercepts	\$38,958.00	\$38,277.41	\$680.59
Ambulance/ Billing Agent	\$8,034.00	\$11,167.74	(\$3,133.74)
Ambulance/ Miscellaneous	\$800.00	\$44.58	\$755.42
Ambulance/ Equipment	\$8,000.00	\$394.21	\$7,605.79
Ambulance/ Software & Fed. Report	\$2,000.00	\$0.00	\$2,000.00
Ambulance/ DPH Reporting		\$583.60	(\$583.60)
Ambulance/ Bond	\$0.00	\$0.00	\$0.00
Water Dept./ Wages & Salaries (amended \$206.59)	\$333,146.59	\$318,346.83	\$14,799.76
Superintendent Salary \$83,062.20			
½ Treasurer/Clerk Salary 35,186.71			
<u>Hourly Employees Base Wages</u>			
Water Systems Operator \$60,153.60			
Water Systems Operator 45,968.00			
Water Systems Operator			
(thru 02/28/2017) 40,950.72			
Water Systems Operator			
(begin 5/15/2017) 4,603.20			
Administrative Asst. 45,822.40			
Longevity 2,600.00			
Water Dept./ Overtime	\$9,500.00	\$7,896.86	\$1,603.14
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	\$15,100.00	\$14,690.26	\$409.74
Water Dept./ Travel	\$200.00	\$0.00	\$200.00
Water Dept./ Building Miscellaneous	\$6,750.00	\$5,155.08	\$1,594.92
Water Dept./ Audit	\$3,250.00	\$3,000.00	\$250.00

ARTICLE	APPROPRIATION (w/carry forward)	EXPENDED	BALANCE
Water Dept./ County Retirement	\$81,576.00	\$81,576.00	\$0.00
Water Dept./ Health, Dental & Life Ins.	\$85,409.00	\$83,317.03	\$2,091.97
Water Dept./ Medicare	\$4,580.00	\$3,885.51	\$694.49
Water Dept./ General Insurances	\$26,775.00	\$26,992.25	(\$217.25)
Water Dept./ Fuel	\$7,500.00	\$5,036.06	\$2,463.94
Water Dept./ Electric	\$49,710.00	\$44,742.56	\$4,967.44
Water Dept./ System Mapping	\$1,000.00		\$1,000.00
Water Dept./ Uniforms	\$2,200.00	\$2,208.79	(\$8.79)
Water Dept./ Vehicle Maintenance	\$4,500.00	\$3,668.38	\$831.62
Water Dept./ Meters, Parts, Misc.	\$40,845.00	\$41,511.86	(\$666.86)
Water Dept./ Communications	\$8,000.00	\$4,786.17	\$3,213.83
Water Dept./ Contractors, Excavation	\$23,000.00	\$19,926.36	\$3,073.64
Water Dept./ Sampling	\$5,000.00	\$2,676.00	\$2,324.00
Water Dept./ Licensing, School & Dues	\$3,500.00	\$3,718.22	(\$218.22)
Water Dept./ Safe Water Act Fee	\$1,194.00	\$1,194.17	(\$0.17)
Water Dept./ Consulting	\$10,000.00	\$262.50	\$9,737.50
Water Dept./ OPEB Contribution	\$2,500.00	\$2,500.00	\$0.00
Water Dept./ Heating	\$3,000.00	\$1,203.69	\$1,796.31
Water Dept./ Cap. Imp (CF/Amend \$34,891.69)	\$109,891.69	\$54,891.69	\$55,000.00
Water Dept./ Tank Painting	\$0.00	\$0.00	\$0.00
Water Dept./ Vehicle Purchases (Carry Forward \$33,221.20)	\$33,221.20	\$1,625.51	\$31,595.69
Water Dept./ Tank Inspections	\$4,500.00	\$0.00	\$4,500.00
Water Dept./ Bond	\$59,950.00	\$59,950.00	\$0.00

REPORT OF RECEIPTS

(Water Dept. Receipts included in Water Dept. Report)

July 1, 2016 through June 30, 2017

Real Estate	\$ 1,085,594.56
Personal Property	24,864.63
Penalties & Interest	3,044.78
Tax Liens Redeemed	2,955.34
Penalties & Interest on Tax Liens	89.44
Permits/Fire Department	32,669.57
Miscellaneous Revenues	24,668.96
Charges for Services Ambulance	277,757.62

PRUDENTIAL COMMITTEE CAPITAL PLANNING REPORT

The Prudential Committee will continue to ask the taxpayers to support our Capital Plan. However, we realize, you cannot support everything we need all at once. Our main concern is purchasing a new ambulance with, hopefully, the support of \$200,000 from Mount Holyoke College. Our fire trucks are in good shape considering their age; thanks to the firefighters' efforts. Mount Holyoke College also gives the fire department \$20,000 each year for needed equipment for these fire trucks. This agreement with the college runs through 2020.

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
Appropriation to account Fiscal 2017	\$ 40,000.00
Interest earned Fiscal 2017	\$ 2,121.55
Balance June 30, 2017	\$ 499,998.89

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
Payment 2017	\$103,350.00	\$ 724,110.00

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
Payment 2017	\$59,950.00	\$528,240.00

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

All preceding financial reports respectfully submitted,
Barbara Miller, Clerk/Treasurer

REPORT OF THE FIRE CHIEF

July 1, 2016 to June 30, 2017

On October 31, 2016, Chief David Keefe retired from the district after serving more than 11 years as the Chief of the Fire Department. Chief Keefe, a veteran of the US Army, served in the Easthampton, Chesterfield and Goshen fire departments and volunteered for the town of Westhampton before moving to District 2 in February of 2005. Chief Keefe was also a founding member of the Massachusetts State HazMat Team and continued his service until his retirement. During Chief Keefe's tenure, District 2 expanded its mission in order to meet the growing demands of the community. Chief Keefe led the organization through the process of developing 24/7 station coverage and adding a BLS ambulance service dedicated to the District and surrounding communities. Chief Keefe oversaw the growth of the District's fire prevention and code enforcement efforts to match the increasing complexities of the state fire code and requirements of the Department of Fire Services. All paper files, dating back decades, were digitized and securely backed up during Chief Keefe's administration ensuring that all records will be protected well into the future.

The residents of the district and members of the department thank Chief Keefe for his years of service, dedication to the community and foresight in planning for the future. We all wish him the best in his retirement.

Since Chief Keefe's retirement, we have continued to focus on accomplishing our many missions while maintaining a lean fiscal profile. We have added to our computing abilities in order to reduce time spent collecting and sorting data used in mandatory reporting to the state and internal oversight. Our new patient care reporting software, AmbuPro, allows us to complete reports quickly at the hospital and return to service for the community. AmbuPro makes transferring data to our billing agent secure and easy with fewer steps. AmbuPro is also used by our primary mutual aid partner District 1.

We now use ERS (Emergency Reporting System) for all of our fire and ambulance incident record keeping. ERS is cloud based and allows us to add to reports from any location or device. ERS compiles more information on each incident and gives us the ability to quickly share data with our mutual aid partners as needed. All data is secured on servers in two remote locations, so the data is well protected. Every entry is tracked by user name, so follow ups are easier and quicker. ERS reduces the steps necessary to ensure that our payroll is accurate and creates a system of checks against data in AmbuPro. ERS also adds functionality to our fire prevention program by allowing us to track and generate reports quickly and easily for any time frame. This keeps us on track with inspections, drills and community outreach. We were also able to upload all of our prior data from the state so that complex longitudinal reporting can be accomplished quickly and easily.

The following pages expand on how we have reported to the residents of the District in past years. You will see how we have always tracked our calls and new additional information that will help you better understand our incident responses.

As always, I wish to thank every member of the District 2 Fire Department. They continue to serve the community with Pride and Honor every hour of every day. We are all very lucky to have them watching over us.

Respectfully Submitted,

Chief Scott Brady



CALL DATA
July 1, 2016 to June 30, 2017

In FY 2017, the department responded to 783 calls for service. This was a slight decrease of 4% from FY 2016 (816), yet still an increase of 2% from FY 2015 (764). This is on par with trends of increasing calls for emergency services across the country.

Mount Holyoke College

Mount Holyoke College calls continue to comprise over 30% of our total Fire and Ambulance calls. Half of all false alarms that District 2 responded to were at Mount Holyoke College.

Fire

Of all calls for service, 9% were structure or wildland fires. This percentage is an increase over FY 2015 and FY 2016 (5% and 6%, respectively.)

EMS

Emergency Medical Service Calls comprised 52% of all calls in FY 2017, a slight increase over past years. A2, the District's backup ambulance, continues to take more ambulance calls each year. In FY 2017, A2 transported 31 times, three of which were mutual aid to District One.

Mutual Aid

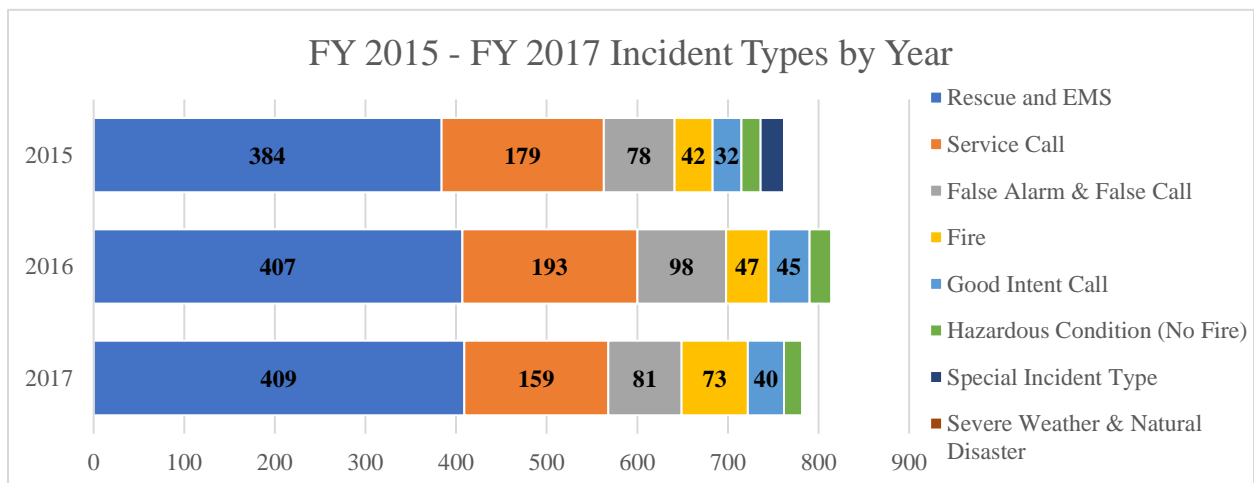
Of our 783 calls for service in FY 2017, 107 (14%) of those calls were Mutual Aid/Automatic Aid to other communities.

- **83** mutual aid calls were to District 1 (52 EMS).
- **19** mutual aid calls were to Granby (3 EMS).
- **3** mutual aid calls were to Hadley, for both Fire and Rescue.
- **2** mutual aid calls were to Amherst, as station coverage for Fire.

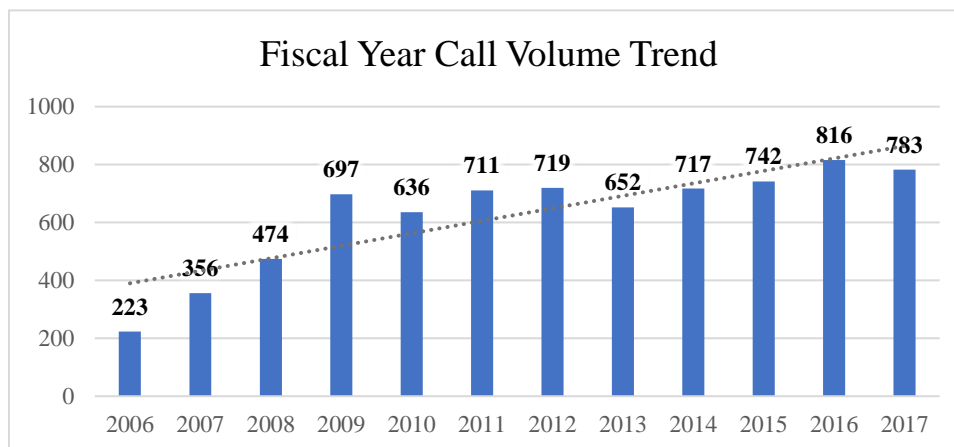
Incident Type Report Summary

July 1, 2016 to June 30, 2017

<u>Incident Type</u>	<u>Number of Incidents</u>
False Alarm & False Call	81
Fire	73
Hazardous Condition (No Fire)	20
Rescue and EMS	409
Service Call	159
Good Intent Call	40
Severe Weather & Natural Disaster	1
Total Incidents	783



Incident Type by Fiscal Year	MHC		Taxpayers		Grand Total
2015	204	26.7%	560	73.3%	764
False Alarm & False Call	33	42.3%	45	57.7%	78
Fire	21	50.0%	21	50.0%	42
Hazardous Condition (No Fire)	8	38.1%	13	61.9%	21
Rescue and EMS	139	36.2%	245	63.8%	384
Service Call	1	0.6%	178	99.4%	179
Special Incident Type	-	0.0%	26	100.0%	26
Good Intent Call	1	3.1%	31	96.9%	32
Severe Weather & Natural Disaster	1	50.0%	1	50.0%	2
2016	204	25.0%	612	75.0%	816
False Alarm & False Call	53	54.1%	45	45.9%	98
Fire	16	34.0%	31	66.0%	47
Hazardous Condition (No Fire)	6	25.0%	18	75.0%	24
Rescue and EMS	123	30.2%	284	69.8%	407
Service Call	5	2.6%	188	97.4%	193
Special Incident Type	-	0.0%	2	100.0%	2
Good Intent Call	1	2.2%	44	97.8%	45
2017	191	24.4%	592	75.6%	783
False Alarm & False Call	40	49.4%	41	50.6%	81
Fire	25	34.2%	48	65.8%	73
Hazardous Condition (No Fire)	3	15.0%	17	85.0%	20
Rescue and EMS	120	29.3%	289	70.7%	409
Service Call	-	0.0%	159	100.0%	159
Good Intent Call	3	7.5%	37	92.5%	40
Severe Weather & Natural Disaster	-	0.0%	1	100.0%	1



REPORT OF THE WATER COMMISSIONERS
Fiscal Year July 1, 2016 to June 30, 2017

The Department's two water tanks are a major investment for the District; they must be properly maintained for the safety of the public. The major maintenance cost for a tank is its re-painting, inside and out. Due to the high standards that must be met for the process, the cost for painting tanks of our size is in excess of \$500,000 each. Both tanks are inspected on a regular basis; the Park Street was inspected by an expert company in June. In July we were informed that the tank is good for another 3-5 years. We continue to put aside money from revenues into a reserve account for the eventual paint work. At present we have \$260,000 in that account.

In the early 1990's, a twelve-inch main was installed on Woodbridge Street, replacing a six-inch main. At that time, the services for the homes on Woodbridge were not transferred to the new main. In August, we began work on switching 40 services on Woodbridge to the larger main. The project also involved the installation of three new hydrants, and making interconnections with three other water lines. In all, the work involved some 2,000 feet of 6-inch water main and 800 feet of 8-inch water main. We did all of the work in-house, with a leased backhoe. We budgeted the project at \$50,000 and it came in at \$35,000.

Water main breaks are a nightmare for us because they can be very expensive to repair, while we have a fixed budget for the year. In September, we experienced a serious water main break on College Street. Since it is a heavily traveled way, we had to employ the police for traffic control. The need for expediency required help from Marion Brothers Excavation, and the use of District 1's large dump truck. Total cost for the repair, which included some extensive paving work, came to approximately \$15,000.

During the summer, many parts of the Commonwealth experienced drought conditions. Our well, however, showed no signs of depletion. We are fortunate in having such a reliable and clean water source for the District.

In December, the board met with each of the staff employees. The Water Commissioners found that employee morale was high.

In December, employee Todd Calkins resigned from the Water Department effective March 1, in order to work full time for the Fire Department. We began a replacement search for a laborer position in March, with applications accepted until March 17th. After we interviewed each of the finalists, the Water Commissioners offered Collin Mick the position, and he accepted. We offer our heartfelt thanks to Todd for his many years of exemplary service to the Department, and we welcome Collin to the team.

In April, the new management of the Orchards golf course asked the Superintendent if we could provide it with water during the golf season at a rate of 900 gallons a minute. This is a great deal of water, at a time of the year when customer demand for water is already high. The department will try to work with the Orchards in order to provide it with as much water as our system can reasonably handle.

In May, the Water Commissioners approved the new billing structure. This is an annual event, which follows the voter's approval of the budget at the May District 2 meeting.

The Commonwealth offers a variety of continuing education classes for water system workers. Passing these courses is a requirement for maintaining their licenses. We are pleased to announce that Tim Cauley has taken courses that enabled him to pass both the Mass. Water Treatment T1 and T2 exams. His licensing is in process.

The Commissioners wish to thank our colleagues on the Prudential Board for their advice and cooperation over the past fiscal year, and to thank Superintendent Mark Aiken, our Administrative Assistant Joanne Carbin-Bryan, and our field staff Tim Cauley, Tyler Scheinost, and Collin Mick for their continuing cooperation with the Commissioners and their service to the District's water consumers.

Respectfully submitted by the Board of Water Commissioners

Frank DeToma, Chair

Kate Bedard, Clerk

Donna Russell, Member



WATER DEPARTMENT SUMMARY REPORT

July 1, 2016 through June 30, 2017

CHARGES COMMITTED

Water Sales Due 6/30/2016	\$ 6,365.31
Water Sales Charges: 7/1/2016 - 6/30/2017	852,573.05
Water Systems Improvement Fund Due 6/30/2016	1,820.31
Water Systems Improvement Fund charges 2016/17	140,482.78

Miscellaneous Charges:

Connection Fees	28,000.00
Payments Water Turn On	150.00
Miscellaneous	18,655.60
Sprint (Antenna)	30,976.00
AT & T (Antenna)	29,054.52
Fire Line Fees	7,100.00
Back Flow Inspections	9,250.00

\$ 1,124,427.57

COLLECTIONS

Water Sales Paid	\$ 835,408.20
Balance Due on Water Sales	5,345.53
Water System Improvement. Fund Paid	140,602.93
Water System Improvement Fund Due	1,569.66

Discounts	17,384.34
Abatements	1,210.60
Connection Fees	28,000.00
Payments on Water Turn On	150.00
Payments on Miscellaneous	18,655.60
Sprint	30,976.00
AT&T	29,054.52
Fire Line Fee	7,100.00
Back Flow Inspection	9,250.00
Computer adjustments/Water	(261.73)
Computer adjustments/Capital Revenue/Misc.	(18.08)

\$ 1,124,427.57

Respectfully Submitted,

*Joanne Carbin – Bryan
Administrative Assistant*

DRY BROOK PUMPING STATION

January 1, 2017 through December 31st, 2017

	DRY BROOK	TOTAL ELECTRICAL
	GALLONS	COST
January	9,392,000	\$2,933.25
February	9,407,000	\$2,753.39
March	10,137,000	\$2,900.34
April	11,396,000	\$3,025.59
May	12,571,000	\$3,062.40
June	13,178,000	\$2,902.67
July	15,614,000	\$3,083.57
August	15,125,000	\$3,495.01
September	15,038,000	\$3,643.48
October	13,268,000	\$3,068.50
November	10,488,000	\$2,867.52
December	11,089,000	\$3,258.68
Total	146,703,000	\$36,994.40

• Total gallons pumped for 2017	146,703,000
• Total metered use for 2017	122,621,136
• Hydrant flushing and accounted for leaks for 2017	4,740,470
• Total unaccounted for water in 2017	19,341,394
• The maximum daily water consumption was on 7/21/2017	886,000
• The average gallons per day pumped for 2017	401,926
• The average gallons per minute pumped for 2017	279
• The wholesale cost of water per million gallons in 2017	\$252.17
• Total Percent unaccounted for 2017	<u>13.18%</u>

**Tyler
Scheinost
Water System
Operator**

Clerk's Report
Annual District Meeting for Fiscal Year 2017
Meeting Date: May 2, 2016

The meeting was called to order by the Moderator at 7:00 pm as the Clerk had informed him that a quorum was present. (76) The Clerk then read the preface of the warrant. All board members introduced themselves to the audience.

It is noted here that all articles were moved and seconded, although such is not recorded individually here within these minutes.

ARTICLE 1

It was moved that the District vote to hear and act upon the reports of the officers of the District and to give recognitions.

Prudential Committee Member, Richard Constant, recognized the retirement of Sandra Selkirk, praising her thirty years of dedication to the District. All District personnel and board members were thanked for their service to the District.

Kevin McAffrey from Mount Holyoke College (MHC) was introduced and he thanked South Hadley Fire District No. 2 for keeping the two thousand students at MHC safe as well as all the residents of the District.

Fire Chief, David Keefe asked William Selkirk to speak in remembrance of Robert Scott who had served as an on-call fire fighter for 25 years; sadly, he passed away in April of this year.

Chief Keefe commended William Selkirk for his 37 years of service to the District and presented him with his Chief's Helmet.

Motion accepted with a unanimous vote.

Motion by Peter Jesionowski to change the order of the Articles and move Articles 31 and 32 before Article 2. The motion was seconded.

Motion accepted with a unanimous vote.

ARTICLE 31

It was moved that the District vote to raise and appropriate, and/or transfer from available funds, and/or authorize the District Treasurer with the approval of the Prudential Committee to appropriate and borrow in accordance with the provisions of M.G.L. Chapter 44, Section 7(9), the sum of \$503,000, to pay a portion of the costs of purchasing and equipping a new fire engine, including the payment of all costs incidental and related thereto and further to authorize the transfer of the sum of \$300,000, from Fire Department Capital Replacement Stabilization Fund for the purchase of said vehicle. The sum of \$300,000 to be transferred from the Fire Department Capital Replacement Stabilization Fund.

2/3 MAJORITY REQUIRED

Kenneth McKenna informed the meeting attendees that the Prudential Committee (PC) worked with Mount Holyoke College's President, Lynn Pasqueralla, Director of Government and Community Relations, Kevin McAffery and Vice President for Finance and Administration/Treasurer, Shannon Gurek and have secured a Memorandum of Agreement (MOU) in which the college committed to paying \$20,000 each year for 20 years as payment of one

half of the cost of the new Quint. K. McKenna further stated that the Quint is a multiple function fire truck which includes a 107 foot ladder and pump and is manufactured by Pierce. He stated that the original quotes had come in as high as \$900,000 but that the Chief had negotiated the price down to \$803,000. Mr. McKenna stated that the Treasurer, Barbara Miller would address any financing questions and Chief Keefe would provide answers to questions relating to the vehicle.

B. Miller stated that the total cost of the truck is expected to be \$803,000 with \$300,000 coming from the Fire Dept Capital Replacement Stabilization Account and a bond for \$503,000. The District is working with Rural Development a division of the US Dept of Agriculture for a 20 year low interest loan. It has been confirmed that the District qualifies for the program; the interest rates are currently 3.125%. The annual payments range from \$36,500 to 32,000 annually and MHC has committed to paying \$20,000 per year for 20 years. The plan for the remainder of the payment is that the annual transfer from free cash to the FD Capital Replacement Stabilization Account will be reduced from \$40,000 to approximately \$25,000 and the remaining \$15,000 +/- will make the bond payment.

John Broderick asked if there is a contract with MHC. K. McKenna stated that there is a Memorandum of Agreement (MOU). J. Broderick asked if the college could back out of the agreement. K. McKenna stated that the MOU is not a binding contract but the college has a long history of abiding by previous MOUs; they have never cut back on promises to the District. J. Broderick asked if the building had the capacity to house the larger truck. R. Constant stated that the load capacity of the floor had been confirmed in writing by an engineer. P. Jesionowski questioned the strength of the MOU and asked how much as a community do we need another truck. The cost for District 1 to maintain their ladder is hard on the budget and we are surrounded by ladder trucks. R. Constant stated that the District 1 ladder is 75 feet. The one we plan to purchase is 107 feet. District 1's ladder will not reach the necessary height for all of our buildings and calling a ladder in from surrounding communities takes time. Chief Keefe stated that surrounding communities have ladder trucks because they understand they have to take care of themselves just as we are responsible for ourselves. District 1's platform truck has, at times, been out of service. We must be responsible for ourselves. District 2 has not purchased a truck since he came to work for the District. The biggest reason for purchasing this truck is to ensure the safety of the fire fighters. With the advancement of metal roofs it has become more difficult to work on the roof of buildings, with this truck we will know the fire fighters are working from a sturdy vehicle.

Patricia Kraske asked if the MOU had been reviewed by an attorney. K. McKenna indicated that it had been reviewed by District Counsel.

Mark Derosier stated that we treat District 1 as another community. He would like to see a three party agreement; he recommends we get together with District 1. K. McKenna responded that we all agree we would like to have one district. He further stated that a few years ago District 2 voted unanimously to merge with District 1 but District 1 voted against a merger. He stated that he hopes with a new Prudential Committee member in District 1, there might be more cooperation between the two districts.

Joseph Dayall asked if someone could address any delays that might occur while negotiating with District 1; is there concern that we might not have adequate protection. K. McKenna stated that there will remain to be adequate protection throughout the process.

Marie Rohan stated that she does not object to the purchase of the fire truck but wished to know why, if there was the possibility of grant monies to merge the libraries, why we can't get together on the fire districts.

P. Jesionowski stated that a new ambulance and other vehicles had been discussed at the January meeting. K. McKenna stated that the R6 vehicle recently received \$2,000 in repairs, the ambulance bond will be paid in full by the end of this fiscal year and with-in the next three years we will have to look at purchasing an ambulance to be paid from Stabilization. Chief Keefe stated that what Peter is referring to is the meeting of the PC as the Finance Board in which he brought all of the departments needs to their attention. The PC often has to say no to his requests and then discuss what can be done. K. McKenna stated that the Capital Replacement account currently has over \$457,000 and we will be voting to add an additional \$40,000 to it. We plan to use \$300,000 for the fire truck which will leave very close to \$200,000 in the account.

Michael Fisher stated that he was not sure what the costs were. Cost to purchase, cost to equip and cost to finance. B. Miller addressed his questions stating that the cost to purchase and equip the vehicle was \$803,000. The cost of financing ranges from \$121,000 to \$230,000 depending upon how much is taken from Stabilization and the length of the term. The option felt to be the most advantageous is a twenty year term with \$300,000 down using level debt bond this would cost \$133,375 in interest over the length of the loan and the annual payments would range from \$32,000 to \$36,500 and MHC is committed to paying \$20,000 toward each of those payments. As stated earlier, the remainder of the payment is intended to come from the reduction in the amount paid into the Capital Replacement Stabilization Account. Chief Keefe clarified that two vehicles will eventually be retired and all the equipment from the pumper will be going into the new truck. M. Fisher asked if we would be receiving money for the old truck. Chief Keefe responded that once we order and receive the new truck we will be considering rehabbing the second truck and may need to keep the truck which is being replaced as the second while that rehab is taking place. Once that is complete we will look into the possibility of selling the old truck. M. Fisher asked if a collective report was available with District 1 and District 2 equipment listed. Chief Keefe responded that in the eleven years he has been with the District numerous attempts have been made to combine efforts between District 1 and District 2 but District 1 is not cooperative.

Doug Boudreau asked if the building can handle the new fire truck. Chief Keefe informed him that he held a letter from an engineer which stated that the building structure was sufficient to handle the larger vehicle.

Karen Jesionowski questioned the wording which stated greater than or less than on the warrant. B. Miller stated that the wording of the warrant includes that terminology as a matter of common practice to ensure that at the time of the meeting numbers which may not have been finalized in time for the warrant to be posted and/or changes made at the meeting would not cause the warrant to be invalid. But that it is necessary to listen to the motion as presented because that contains exact numbers.

K. Jesionowski also asked if we were saying that District 1's ladder isn't safe. Chief Keefe stated that we were absolutely not saying that but their truck is older and sometimes is down for repairs.

Ira Brezinsky stated that before this vote is taken he would like to know the balances in these accounts. B. Miller responded that the District Free Cash this year was \$138,841 with \$100,700 proposed to be used within this budget. The FD Capital Replacement Fund has \$457,410 with \$40,000 to be added to it in this warrant and the proposed \$300,000 to be used toward the new fire truck. The regular District Stabilization Fund, which is generally thought of as the building stabilization fund, has \$37,053.

Moderator asked for a vote on the motion. The voice vote was not definitive and the moderator asked for a show of hands. The moderator assigned William Selkirk and Michael Rosner to perform the count:

In Favor = 42 Opposed = 29

Motion failed to achieve the required 2/3 majority.

ARTICLE 32

It was moved that the District vote to amend the By-Laws Article II, Section 4, by striking out the word "Forty" and inserting in its place "twenty five", to read as follows:

ARTICLE II, SECTION 4. Twenty five 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.

P. Jesionowski stated that when the quorum was at 20 in the past, the meeting would consist of all firemen. Someone put forward a quorum of 50 then a few years later it was reduced to 40. Why do we want to reduce it down to 25? B. Miller stated that if everyone that was at the meeting this evening would commit to attending each and every meeting in the future, even when there isn't a fire truck on the warrant, she would ask for a no vote on the motion. But in the past it has been difficult to get a quorum. R. Lak stated that there have been many meetings when everyone had to pull out their cell phones and start calling friends and relatives to get them to come to the meeting so we could have a quorum which delayed the start of the meeting. It was asked if we would consider instituting the informational meetings as were held in the past. B. Miller stated that in her personal opinion informational meetings were not necessarily a good idea. She stated that informational meetings in advance of the Annual District Meeting created a need for people to attend two meetings and that some would choose to attend only one. Those that chose the informational meeting if content with the proposed articles may choose not to attend the actual meeting and others that chose to attend only the Annual District Meeting may be less informed as they had not received the benefit of others questions. It was also asked if more information could be made available in advance of the meeting. B. Miller stated that the warrant was posted at the Post Office, Gagne's store and at the Fire Station. It was also posted on the Fire District and the Town websites. If anyone has questions she would be happy to review every article on the warrant. All anyone needed to do was call her. She stated that signs had been posted a week in advance of the meeting and additional signs were put out the morning of the meeting with bright red letters stating that the meeting was tonight. She continued by saying that there was only so much the District could do to inform the public and they could not be spoon fed the information, it is the responsibility of the residents to do their due diligence to look for the information that has been presented for them.

Scott Brady stated that there are informational meetings each and every month. They are called the Prudential Committee and Water Commissioners monthly meetings. If people really want to know the full picture they should attend all of those meetings rather than just one or two at the time of the budget.

Motion failed to achieve a majority vote.

ARTICLE 2

It was moved that the District vote to raise and appropriate, or transfer from available funds and/or from departmental receipts, a sum of money for the Appointed Treasurer/Clerk Account, for the twelve-month period beginning July 1, 2016. The sum of \$35,187 to be raised by taxation and the sum of \$35,187 to be raised by Water Department receipts.

Motion passed with a unanimous affirmative vote.

ARTICLE 3

It was moved that the District vote to raise and appropriate, the sum of \$19,225.00 to be used for the Maintenance and Other Expenses of the Headquarters Building. The sum of \$18,525 to be raised by taxation and the sum of \$700 to be used from free cash.

Linda Young asked why the Ambulance receipts were not paying a portion of the expenses. K. McKenna stated that we look at Fire and Ambulance as one; it's one group of people doing two jobs and \$85,000 comes from Ambulance to pay the dispatchers who serve both fire and ambulance. L. Young stated that when ambulance began it was to be self-supporting and it seems they should pay their fair share. R. Constant stated that the ambulance service is part of the fire department. The decision to split the cost of the building is not based on the number of departments, it is based on the use of the space. R. Lak stated that in regards to ambulance being self-supporting, the intent was that if we have an ambulance it would support itself at the time we weren't splitting the costs.

Motion passed with a unanimous affirmative vote.

ARTICLE 4

It was moved that the District vote to raise and appropriate and/or transfer from available funds the sum of \$2,000 to be used for the CPR and Associated Expenses Reserved for Appropriation Account from Accumulated Receipts. The sum of \$2,000 to be used from Accumulated Receipts.

R. Constant stated that this article is similar to that of the Fire Prevention article in which receipts of the prior year are used to fund the expenses in the coming fiscal year. Chief Keefe stated that part of the mission of the Fire and Ambulance is to teach community CPR. We do instruction to outside groups and charge a small fee to cover expenses.

Motion passed with a unanimous affirmative vote.

ARTICLE 5

It was moved that the District vote to raise and appropriate and/or transfer from Departmental Receipts the sum of \$5,000 to be added to the OPEB Stabilization Fund as follows: the sum of \$2,500 to be raised by taxation, and the sum of \$2,500 to be transferred from Water Department receipts.

B. Miller stated that the OPEB,(Other Post-Employment Benefits) account will be a means of providing for benefits to retirees in the future. We are mandated by the Government Accounting Standards Board, under GASB 45, to account for our accrued liability for future benefits other than pension. These benefits include, but are not limited to health, dental and life insurance.

We will be performing an actuarial study in the future to determine the amount of that liability and track it going forward.

Motion passed with a unanimous affirmative vote.

ARTICLE 6

It was moved that the District vote to raise and appropriate and/or transfer from available funds, the sum of \$19,650 for the District Operational Services account as follows: the sum of \$14,650 to be raised by taxation, and the sum of \$5,000 to be used from free cash.

R. Lak stated that this is a 15% reduction from last year due to the Water Dept.'s paying half of the staffing for Elections and advertising for the Election and Annual District Meeting.

A question was posed as to the usefulness of providing the prior year budget amount rather than the actual amounts used to determine the future need. B. Miller stated that this year she used the existing format but that she intended next year to provide prior year actual and current year to date as well as the requested amount.

Motion passed with a unanimous affirmative vote.

ARTICLE 7

It was moved that the District vote to raise and appropriate the sum of \$152,080 for the District Insurance Account for the twelve-month period beginning July 1, 2016. The sum of \$152,080 to be raised by taxation.

R. Constant stated the the cost of Hampshire County Group Insurance Trust health insurance has increased 6.6%. This increase was offset somewhat by the property insurance cost being split with the Water Department and two of the retirees' health insurance being split with the Water Department.

Motion passed with a unanimous affirmative vote.

ARTICLE 8

It was moved that the District vote to raise and appropriate and/or transfer from available funds, the sum of \$7,206 to defray the expenses of the Tax Collectors and Assessors of the towns of South Hadley and Granby, incurred through the collection of taxes for the Fire District #2 and a sum of money for supplies used in those assessments and collections as follows: The sum of \$7,206 to be raised by taxation.

Motion passed with a unanimous affirmative vote.

ARTICLE 9

It was moved that the District vote to raise and appropriate and/or transfer from departmental receipts, the sum of \$227,485 to be paid by the District Treasurer to the Treasurer Custodian of the Hampshire County Retirement System as follows: the sum of \$145,909 to be raised by taxation, and the sum of \$81,576 to be raised by Water Department receipts.

B. Miller stated that the assessment came in 21% higher this year and is based on aggregate salaries which were affected, in part, by the 53rd pay week in FY2016. We will take advantage of a nearly 2% savings by making one payment in July. And noted also that once fully funded, approximately in the year 2030, our contributions will be greatly reduced.

L. Young questioned the wording of the article and asked if it should read transferred from Water Department Receipts rather than the current wording. B. Miller stated that the motions had been reviewed by District Counsel earlier in the day and though he mentioned that he would prefer alternate wording this wording was legal and would suffice for the meeting. The wording will be reviewed prior to the next District meeting.

Motion passed with a unanimous affirmative vote.

ARTICLE 10

It was moved that the District vote to raise and appropriate the sum of \$14,000.00 to be used as the Reserve Fund account. The sum of \$14,000.00 to be raised by taxation.

Motion passed with a unanimous affirmative vote.

ARTICLE 11

It was moved that the District vote to authorize the Treasurer with the approval of the Prudential Committee, to borrow in anticipation of the revenue for the twelve-month period beginning July 1, 2016, in accordance with General Laws, Chapter 44, Section 4, and acts in amendment thereof, and including in addition thereto, Chapter 849 of the Acts of 1969, as amended, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

R. Lak stated that this is a housekeeping article allowing the District to borrow in anticipation of revenue without a special district meeting.

A question was raised to clarify the meaning of this motion. B. Miller stated that the budget is set and then taxes are assessed based on valuation times the tax rate and the taxes are paid quarterly. This motion allows the borrowing of money, if necessary, to pay bills which may be due in advance of the collection of the full year's taxes.

Motion passed with a unanimous affirmative vote.

ARTICLE 12

It was moved that the District vote to raise and appropriate and/or transfer from available funds the sum of \$19,500 to be used for the Fire Prevention & Associated Expenses Reserved for Appropriation Account. The sum of \$19,500 to be used from Accumulated Receipts.

A question was raised as to the 20% increase from last year. Chief Keefe stated that together with District 1 they had applied for a grant and the increase of 3,000 to the article this year is due to the funding to be received from the Safe Grant monies. A question was raised asking if any of this was due to our becoming a Dementia Friendly Community. Chief Keefe responded that yes some of the work for the Safe Grant Monies will be to assist in that area.

Motion passed with a unanimous affirmative vote.

ARTICLE 13

It was moved that the District vote to raise and appropriate and/or transfer from available funds, the sum of \$713,807 to be used for the Operations of the Fire Department to include paying Firefighters for time spent firefighting, at drills and other duties, and for leave with pay to incapacitated Officers and Firefighters as authorized by Chapter 41, Section 111-F of the Massachusetts General Laws. The sum of \$713,807 to be raised by taxation.

L. Young questioned the mention of monies to pay incapacitated fire fighters and whether this was for full time or part time people. Chief stated that both are covered and we have insurance which covers us in this regard. L. Young stated that she would like to discuss this further with the Chief at a later time as she would like additional information.

Motion passed with a unanimous affirmative vote.

ARTICLE 14

It was moved that the District vote to raise and appropriate and/or transfer from available funds and/or from departmental receipts, the sum of \$613,266 for the operations of the Water Department to include insurances and wages. The sum of \$603,266 to be raised by Water Department Receipts and by transfer from Water Department Surplus the sum of \$10,000.

Donna Russell stated that the payroll includes the 1% wage increase. The Water Department increased its contributions towards building expenses by including half the cost of property insurance and maintenance costs of the building.

Motion passed with a unanimous affirmative vote.

ARTICLE 15 Fiscal Year 2016 Request

It was moved that the District vote to transfer the sum of \$116,940.33 from the Water Department Capital Receipt Revenue into the Water Systems Improvement Stabilization Fund. (This amount of money shall be the receipts received from July 1, 2015 through and including April 30, 2016).

2/3 VOTE REQUIRED

D. Russell states that these are the receipts from the Capital Improvement charges on the water bills. B. Miller explained that any funds going into or out of a stabilization account must be voted at a District meeting therefore these receipts will be voted each year at the Annual District Meeting.
Motion passed with a unanimous affirmative vote.

ARTICLE 16 Fiscal Year 2016 Request

It was moved that the District vote to raise and appropriate by transfer from the Water Systems Improvement Stabilization Fund, the sum of \$75,000.00 to be used for Water Systems Capital Improvement Woodbridge Street Project.

2/3 VOTE REQUIRED

D. Russell explained that 35 services will be connected to a 12" pipe which was installed in 1990 to replace the existing 6" pipe. In 1990 not all services were switched to the new pipe.

Motion passed with a unanimous affirmative vote.

ARTICLE 17 Fiscal Year 2016 Request

It was moved that the District vote to transfer the unspent balance in the Water Systems Capital Improvement East Street Project Account into the Water Systems Capital Improvement Woodbridge Street Project Account. The sum of \$12,762.16 from Water Systems Capital Improvement East Street Project Account.

Kate Bedard explained that these were left over funds from the prior year's project.

Motion passed with a unanimous affirmative vote.

ARTICLE 18

It was moved that the District vote to raise and appropriate or transfer from available funds the sum of \$40,000 to be added to the Fire Department Capital Replacement Stabilization Fund. The sum of \$40,000 to be used from free cash.

2/3 VOTE REQUIRED

R. Constant stated that this is the account intended primarily for vehicle purchases.

Motion passed with a unanimous affirmative vote.

ARTICLE 19

It was moved that the District vote to raise and appropriate and/or transfer from available funds, and/or from departmental receipts, the sum of \$103,350.00 for the payment of principle and interest on the District portion of bond that is for the Building Debt as follows: the sum of \$3,350 to be raised by taxation, the sum of \$50,000 to be transferred from Water Department Receipts, and the sum of \$50,000 to be used from free cash.

R. Lak stated that this is the 10th payment on the 20-year bond.

Motion passed with a unanimous affirmative vote.

ARTICLE 20

It was moved that the District vote to allow the Prudential Committee or the Water Commissioners, or the Fire Chief with the approval of the Prudential Committee, to apply for, accept, and expend any state or federal grants that may come available for Fiscal 2017 and/or to accept any gifts given to the District.

Motion passed with a unanimous affirmative vote.

ARTICLE 21

It was moved that the District vote to authorize the Prudential Committee to sell and dispose of any surplus personal property belonging to the Fire District.

Motion passed with a unanimous affirmative vote.

ARTICLE 22

It was moved that the District vote to raise and appropriate or transfer from available funds, the sum of \$5,000 to be added to the District Stabilization Fund. The sum of \$5,000.00 to be used from free cash.

2/3 VOTE REQUIRED

R. Lak stated that this Stabilization Fund is a non-specific savings for future use of the District as may be presented by the Prudential Committee. It does take a 2/3 vote to use these funds for expenditure.

Motion passed with a unanimous affirmative vote.

ARTICLE 23

It was moved that the District vote to appropriate by transfer from Water Department Surplus, the sum of \$59,950 for the payment of principle and interest for the Water Department Capital Expense debt.

D. Russell stated that this is the 9th payment on the 20-year bond. These monies are derived from the rental of space on the water towers for antennas.

Motion passed with a unanimous affirmative vote.

ARTICLE 24 Fiscal Year 2016 Request

It was moved that the District vote to raise and appropriate and/or transfer from available funds, the sum of \$100,000 to pay the costs of purchasing and equipping two new vehicles for the Water Department, including the payment of all costs incidental and related thereto. The sum of \$100,000 to be transferred from the Water Department Vehicle Stabilization Fund.

2/3 VOTE REQUIRED

K. Bedard explained that the Water Department wishes to replace a 2003 dump truck and a 2004 Ranger pickup. These vehicles have had \$9,000 in repairs. The Water Department employees are performing more work in-house and need reliable vehicles.

Chief Keefe stated that he would like to express his support for the purchase of these vehicles.

Mark Aiken states that they intend to equip the pickup with a sander, they currently spread sand from the bed of the pickup with a shovel.

Rudolf Ternbach asked if any not for profit would be willing to assist in the cost of purchasing these vehicles. D. Russell states that not for profits do not get any break on the cost of water. In fact, non-profit organizations are charged the higher commercial rate.

Motion passed with a unanimous affirmative vote.

ARTICLE 25

It was moved that the District vote to raise and appropriate from departmental receipts and/or transfer from available funds, the sum of \$15,000.00 to be added to the Water Storage Tank Stabilization Fund. The sum of \$15,000.00 to be raised by Water Departmental Receipts.

2/3 VOTE REQUIRED

Motion passed with a unanimous affirmative vote.

ARTICLE 26

It was moved that the District vote to establish a stabilization fund to be known as the Water Department Building Stabilization Fund pursuant to MGL Chapt. 40 Sec. 5B and further vote to raise and appropriate or transfer from available funds, and/or departmental receipts the sum of

\$5,000 to be added to the Water Department Building Stabilization Fund. The sum of \$5,000.00 to be raised by Water Departmental Receipts.

2/3 VOTE REQUIRED

K. Bedard stated the purpose of the Water Department Building Stabilization Fund is to create a fund which can be used for the Water Department portion of future capital improvements and/or repairs to the South Hadley Fire District No. 2 Building and/or grounds. L. Young asked for clarification as to the need for this account. D. Russell stated that since the Water Department has started splitting costs with the PC for building related expenses there have been instances when they have had to scramble to find the funds necessary. K. Bedard added that the parking lot repairs was a good example. B. Miller stated that the creation of this account had been at her suggestion. The PC has a similar account with \$37,000 in it and she recommended that the Water Department have a ten- year plan to build up an account to at least \$50,000 the PC will do the same with their account. This type of savings is sometimes referred to as Reserves for Replacement the purpose of which is to provide for replacement or repairs necessary during the life of a building.

Motion passed with a unanimous affirmative vote.

ARTICLE 27

It was moved that the District vote to accept the provisions of MGL Chapter 200A, Section 9A, permitting the Treasurer to print a one-year expiration date on all payroll and accounts payable checks.

Motion passed with a unanimous affirmative vote.

ARTICLE 28

It was moved that the District vote to appropriate the sum of \$233,766 from the Ambulance Receipts Reserved for Appropriations for the operations of the District #2 Ambulance Service.

P. Jesionowski asked how the District is currently doing? Chief Keefe stated that we are doing very well. The average income per ambulance call is \$500 to \$700. P. Jesionowski asked what the collection rate is? Chief Keefe responded that the collection rate averages at %75 with a low of 61% up to as much as %85 to 90%. This is a result of the demographics of the area, the population is fairly well insured.

L. Young stated that at the last PC meeting there was a discussion regarding charges which hadn't been billed. Chief Keefe stated that there are two sources for the concern expressed at that meeting. He provided a brief summary of the billing process through Comstar (our ambulance billing company) and explained that during the past eight months there had been some accounts which had not been billed due to human error at Comstar. He further explained that K. McKenna and B. Miller picked up on the reduction in receipts and brought it to the Chief's attention. He contacted Comstar who quickly acknowledged the error. Safeguards are being put in place to prevent this from occurring in the future. The other source of the concern expressed at that PC meeting is that the MHC students come from all over the world, some pay and some do not. MHC helps us with collection of those unpaid bills.

L. Young questioned the significant reduction in lines 5104 and 5106. Chief Keefe explained that those two lines were reduced to account for the reduced ambulance collections to date. He stated that we hope to get thru the next year with Fire Department and Ambulance budgets but if necessary we will hold a Special District Meeting to transfer additional funds after they have been collected.

Motion passed with a unanimous affirmative vote.

ARTICLE 29

It was moved that the District vote to raise and appropriate and/or transfer from departmental receipts the sum of \$6,000 for the purpose of paying an annual stipend to each of the three Prudential Board Members and three Water Commissioners then in office. As follows: \$3,000 to be raised by taxation and \$3,000 to be transferred from Water Department Receipts.

Motion passed with a unanimous affirmative vote.

ARTICLE 30

It was moved that the District vote to authorize the Prudential Committee to defend all suits that may be brought against the District during the Fiscal Year 2017 and to prosecute all suits on behalf of the District, to engage counsel for same, and to settle such suits as they deem advisable.

Motion passed with a unanimous affirmative vote.

(It had been previously voted that Articles 31 and 32 be moved and voted before Article 2.)

ARTICLE 33

It was moved that the District vote to transfer \$257.72 from the Sale of Real Estate Stabilization Account, and close said account, into the Land Acquisition Stabilization Account. The sum of \$257.72 to be transferred from the Sale of Land Stabilization Fund.

2/3 VOTE REQUIRED

B. Miller explained that this was a small leftover amount of money and that it wasn't sensible to have such a small amount in a stabilization account.

Motion passed with a unanimous affirmative vote.

Meeting adjourned at 9:24 pm

Respectfully submitted,

Barbara Miller

Clerk/Treasurer, South Hadley Fire District No. 2

**SOUTH HADLEY DISTRICT No. 2
ELECTION RESULTS
June 13, 2017**

Moderator (1 year)

Christopher Pyle	79 votes/ elected
Blanks	17

Prudential Committee (3 years)

Kenneth McKenna	83 votes/ elected
Blanks	13

Water Commissioner (3 years)

Francis J. DeToma, Sr.	75 votes/ elected
Danny P. Luis	18
Blanks	3

Total voided ballots	0
----------------------	---

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 by vote of then in office Prudential Committee.

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



Hydrant Flushing = Fun Times



Collin Mick, Water Systems Operator, cleaning the lower portions of the Skinner Lane water tank.



Mike Bourbeau, Firefighter/EMT, teaching children to, crawl low under smoke, in the Student Education Awareness of Fire Education (SAFE) Trailer at the District 2 Open House



Scott Brady, Fire Chief, and Michael O'Neill, Firefighter/EMT, instructing the 6th grade class in Fire Safety Education at the Michael E. Smith Middle School



Firefighter/EMTs Kyle Liguori, Walter Selkirk, Michael O'Neill, Michael Bourbeau, Kirsten Therrien and Tracy Whelen at the Climb to the Top Boston. They climbed to the top of New England's tallest building, 200 Clarendon Tower, 61 flights (over 1,200 steps), the distance of a 5K run, in full turn-out gear to raise money for the Greater New England Chapter of the National Multiple Sclerosis Society.