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| Title of Policy: | **Fire Hydrant Use Policy** | **Pg 1-4** |
| Section #: | Section 14 |  |
| Approval Date: | **February 9, 2021** |  |
| Revision Date: |  | Policy 14.1 |

**POLICY STATEMENT**

Use of Kingston Water Department (KWD) fire hydrants by any one other than authorized fire departments and utility personnel is prohibited.

1. KWD reserves the right to install and approve the installation of all fire hydrants at any place within its system as it deems necessary and appropriate and to refuse to allow hydrants on all or any part of the system if it is determined that the system cannot adequately support such hydrants.
2. KWD reserves the right to approve the location and specifications of fire hydrants and appurtenances on all lines furnished by others in subdivisions, commercial or industrial areas or other such locations.
3. Any fire department wishing to use the district fire hydrants for any reason other than fires or emergencies must make the request in writing and must receive district conditions and approval in writing before using any fire hydrants. This includes any fire department connecting to any fire hydrant for training.
4. All fire departments will submit a monthly water report whether water is used or not used. This report will state which fire hydrant was used, the time and date, and amount of water used. This report is due by the end of the first week of the month following the reporting period. The report should run by calendar month. (i.e.…January 1st through January 31st ). Fire departments must use KWD’s form for reporting, KWD will approve an alternate form submitted by the Fire Department for reporting. *See appendix for form.*
5. All fire hydrants and appurtenances shall be installed either by KWD or by an approved contractor, with installation meeting KWD specifications.
6. All main fire hydrants of size 4 ½ inch or greater, will be installed on water main sizes of 6 inch or greater.
7. For Fire Hydrants being installed on KWD water system, the following must be issued in writing to KWD:
8. Request for the installation of fire hydrant
9. Location where hydrant is to be installed
10. Confirmation that the area has been marked at physical address of hydrant to be installed.
11. Purchase Order for hydrant
12. Customers must pay for all labor and materials necessary to properly install fire hydrants that are not normally supplied by the utility.
13. No fire hydrant shall be operated by anyone other than authorized fire department or KWD personnel, without the written consent of KWD.
14. Fire hydrants shall be operated only with a wrench that is approved by KWD.
15. The user will be provided with the following equipment for use while obtaining water from the hydrant permitted.
* A fire hydrant meter assembly; and/or
* backflow preventer assembly

The user will provide support for the meter assembly when attached to the hydrant. The user must NOT allow the weight of the unit to be borne by the hydrant nozzle.

After setting up the hydrant meter assembly, the user will open the hydrant completely to avoid damage to hydrant setting. The user will NOT use the hydrant main valve to control flows.

1. Fire hydrant Pumper Nozzle Cap and Hose Nozzle Caps are to be put back on after each use.
2. Fire hydrants shall be color coded by either painting the entire hydrant, painting the nozzle caps or attaching weather resistant color-coded tags to the nozzles according to the following standard, at 20 psi residual pressure:
3. All fire hydrant Bonnets within the KWD district shall be color coded for flow in GPM as follows:
* Class AA: Hydrants that on individual test usually have a flow capacity of 1,500 gpm or greater shall be painted light blue
* Class A: Hydrants that on individual tests usually have a flow capacity of 1,000 to 1,499 gpm shall be painted green
* Class B: Hydrants that on individual test usually have a flow capacity of 500 to 999 gpm shall be painted orange
* Class C: Hydrants that on individual test usually have a flow capacity of less than 500 gpm shall be painted red.
1. KWD prohibits the connection of fire department pumper trucks to those hydrants with red bonnets due to the fact that these hydrants do not produce the minimum 500 gmp to 20 psi residual pressure. Connection of pumper trucks to red coded hydrants could result in back-siphonage of contaminated water into the KWD water mains and could result in collapsed mains and major damage to the water system.
2. KWD prohibits the connection and use through the pumper nozzle of the hydrant. KWD hydrants shall only be used by firefighters to refill equipment tanks. No pumper truck shall be allowed to pump directly from the utility’s lines through any hydrant.
3. KWD does not in any way guarantee any on-demand pressure or flow minimums with regard to fire hydrants or sprinkler systems.
4. KWD prohibits the use of fire departments or anyone else to use hydrants to fill swimming pools, washing down parking lots, etc.
5. KWD prohibits the use of hydrants for building construction, road construction, or any other use, unless approved by KWD. A Fire Hydrant Meter and Wrench will be provided if the sale of water from a hydrant is approved by KWD. The purchaser shall pay fees for the use of the meter and water. See “Schedule of Rates and Charges” for appropriate fees.
6. Any unauthorized person operating a hydrant without the consent of KWD shall be liable for water usage as estimated by KWD, any damage to equipment, and KWD may access a “Tampering Fee”.
7. Hydrant damage caused by vehicle accidents or any other circumstances shall be reimbursed by the responsible party.
8. Hydrant damage or hydrant not working properly need to be reported in writing to KWD.
9. Failure of fire departments to comply with this policy, could result in loss of privileges to use the fire hydrants in non-emergency situations.
10. KWD reserves the right to install locks on hydrants to prevent theft or unauthorized use.
11. This policy makes all prior agreements with fire departments null and void

Fire Department Agreement, Receipt, and Acknowledgment

I acknowledge receipt of KWD Fire Hydrant Use Policy/Agreement. I understand that I am responsible for reading it. I agree to accept and abide by KWD policies.

Fire Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief Name (Printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_