



Town of Discovery Bay

Program Area: Water Utility	Policy Name: Fire Hydrant Policy	Policy Number: 025
Date Established: June 1, 2016	Date Amended: N/A	Resolution: 2016-07

Fire Hydrant Policy

Purpose

This policy controls unauthorized usage of the Town of Discovery Bay fire hydrants, to protect the distribution system's integrity, protect the water quality, preserve fire protection, and provide temporary water needs to the Town of Discovery Bay's Customers.

Introduction

Hydrants are part of Public Water Supply of the Town of Discovery Bay water distribution system for the purposes of fire protection and water main flushing. At the discretion of the District, and in accordance with Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes. To protect the operability of these devices as well as the health and welfare of the public, the District maintains them and closely monitors their use. Therefore, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

Permit Application and Rental Process

A permit application shall be submitted to the Town of Discovery Bay for approval. All permit applications will be reviewed and approved by the District's General Manager or Designee. Applications are available at the District office located at 1800 Willow Lake Rd.

Upon approval of the application, the applicant will receive a permit, a town hydrant meter and a copy of Hydrant Meter Operating Instructions. It is imperative these instructions are given to the permit holder using the hydrant meter and that they are followed explicitly. Improper use of both the meter and fire hydrant can cause water quality complications and result in confiscation of the hydrant meter, revocation of the permit and the imposition of fines or penalties.

If the rental meter is used in conjunction with a water tank, the water tank requires inspection from a qualified District employee to determine if proper air gap protection is being used.

Proper Equipment Use

Proper care of the Town of Discovery Bay's equipment is required. All hydrants must be opened with a hydrant wrench to prevent damage, and the valve must be fully open. Meter or Hydrant damage will be charged to the permit holder. It is a violation when equipment in disrepair causes water waste and may result in fines or penalties.

The Permit Holder is responsible for any water consumption through the hydrant meter

All consumption charges must be paid to Town of Discovery Bay on a monthly basis (within 30 days of invoice).

Reporting Consumption

Monthly water consumption, including zero consumption, must be reported to The Town of Discovery Bay District Office between the 1st and the 5th of the following month. The Permit Holder is responsible for bringing the meter into the District office during this time period to allow District staff to obtain the read from the meter. Verbal reports are not accepted. Failure to do so will result in a penalty fee.

Penalty for failure to report

Failure to report monthly meter readings on time and in sequence will result in a fee per meter that is not reported on time, regardless of usage.

Permits are Non-Transferable

Subcontractors hired by permit holders are not authorized to use the permit holder's meter. Subcontractors must acquire a separate permit from the Town of Discovery Bay.

The Town of Discovery Bay may revoke all permits for reasons that include, but are not limited to:

1. Failure to remit payment to The Town of Discovery Bay within 90 days of an invoice
2. Receiving numerous violations within the same year
3. Any other unauthorized use, misuse, theft or dishonesty involving Town of Discovery Bay meters, hydrant wrenches, fire hydrants or hydrant water use

After loss of privileges and denial of future use, unauthorized use may result in criminal and/or civil charges.



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
**HYDRANT METER
FEE SCHEDULE**

MOBILE HYDRANT METER RENTAL & PENALTY FEES	
Description	Cost
Applicaton Fee	\$25.00
Monthly Fee	\$25.00
Meter Deposit Fee	\$915.00
Meter Read Reporting Penalty Fee	\$100.00

FIXED HYDRANT METER USE FEE	
Description	Cost
Application Fee	\$25.00
Annual Meter Depreciation Fee	\$350

**All fees are subject to change*