



MEMO

CITY OF NORTH RIDGEVILLE

Engineering Department

To: Mayor G. David Gillock
From: City Engineer, Larry J. Griffith, P.E.
Subject: Fire Hydrant Use Policy
Date: May 14, 2008

Fire Hydrant Use Policy (Two Pages)

To accommodate public need, to protect the public water system and to protect the property of the City of North Ridgeville, the following policy has been adopted as of the above date.

The addition to the requirements stated on the HYDRANT USE AND METER/BACKFLOW PREVENTER PERMIT/RENTAL AGREEMENT, the following shall also apply;

1. Hydrant meters/backflow device use requests will be accepted, in writing, only through the Engineering Department.
2. The permit/rental agreement form must be completed, signed, dated and all fees paid and deposits posted prior to the issuance of the agreement.
3. The fee and deposit due must be made by either a Money Order, Cashiers Check or Personal Check made out to the City of North Ridgeville.
4. Only one meter/backflow set will be issued per permit holder. If the meter/backflow set must be removed and relocated to a different hydrant, Ohio EPA regulations require the backflow device to be retested "each time" prior to activation at the new hydrant. The test must be arranged by the permit holder and be completed by a "State of Ohio Certified" person at the permit holder's cost.
5. The permit/rental agreement is valid for 30 consecutive calendar days. A new permit/rental agreement must be applied for and issued to continue beyond that time and will be valid for an additional 30 days. A maximum of two (2) extensions will be issued per permit holder per year. Special arrangements can be made for longer time periods.
6. The meter and backflow device will be inspected at the time of rental and at the return for functionality. Any damage to either unit will be the responsibility of the Permit Holder. Any known damages must be reported to the Engineering Department immediately. The Permit Holder may be authorized to have the device(s) repaired or replaced as the condition warrants. If the city conducts the repairs, has the repaired completed elsewhere or replaces the device(s), all applicable costs will be deducted from the deposit.

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May 6, 2004

1. A reading of the meter will be taken at time of rental, then entered on the Permit/Rental form and submitted to the Utility Department for purposes of calculating usage cost at time of return. If the rental period is for less than 30 days, the water cost may either be paid in full at time of return or the cost can be deducted from the deposit. There will be a minimum water charge of \$25.00 per every 30 day or less time period.
2. A late return fee will be assessed at the rate of \$25.00 per day late. This late fee will be deducted from the deposit.
3. Engineering or Service Department personnel will give instructions concerning how to use the hydrant and meter/backflow assembly. Only persons receiving these instructions will be authorized to use the hydrant and meter/backflow assembly.
4. The fire hydrant can only be turned on or off using a hydrant wrench. Use of any other type of wrench is not and will not be authorized. Use of such a wrench will result in cancellation of the permit/rental agreement.
5. Water is to be run through the streamer on low flow for 45 seconds or until water runs clear before attaching meter/backflow assembly.
6. The water meter will be read by the Utilities Department on a monthly basis. The permit holder will need to make arrangements with the Utilities Department to schedule these readings.
7. Permit/rental agreements will be issued only between April 15th and November 1st. Should any freezing damage occur, the permit holder will be responsible all repair costs and/or replacement of damaged parts.
8. Violation of any of the requirements listed in either this Policy or of the permit/rental agreement, or any abuse of the equipment, hydrant or water main will render the permit/rental agreement null and void and may result in the forfeiture of all monies paid or placed on deposit.
9. At the City's discretion, the City reserves the right to waive part or all fees and deposits for a contractor under contract with the City for road repairs, sewer construction, etc.

Larry J. Griffith, P.E.
City Engineer

LJG/rbs

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