

FIRE HYDRANT USE AND MAINTENANCE

Policy 5.04

1) AUTHORITY

- a) Section 508 of the State Fire Code requires inspection and maintenance of fire hydrant systems. Both public and private fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times, and shall be repaired where defective. Section 101 of the State Fire Code authorizes the City to adopt policies to implement the State Fire Code.

2) PURPOSE

- a) The City of Lakeville, Minnesota finds that it is in the best interest of the City to outline the policy and procedures for the maintenance and use of public and private fire hydrants. It is in the public interest that both public and private hydrants are inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.

3) OBJECTIVE

- a) Define standard responsibilities, maintenance and inspection procedures, and restrictions on use of public and private fire hydrants within the City of Lakeville.

4) GENERAL

- a) Fire hydrants in the City of Lakeville are for the exclusive use of the City and shall not be used for purposes other than emergencies as determined by the City. This policy applies to:
 - i.) Individuals, groups, or companies that use municipal water for projects within the City.
 - ii.) City staff.

5) RESPONSIBILITIES

- a) The Utilities Division shall:
 - i.) Direct and schedule all hydrant maintenance and inspection activities.
 - ii.) Contract as necessary for maintenance and repair services.
 - iii.) Review plans for and monitor the installation of hydrants in new developments to ensure conformance with City needs and specifications.
 - iv.) Monitor the use of fire hydrants during responses to disasters and other emergencies.
 - v.) Utilities maintenance staff shall:
 - Inspect and exercise all hydrants in the City.
 - Document hydrants needing repair and make repairs as directed.
 - vi.) The Lakeville Fire Department shall;
 - Inspect hydrants for proper operation and unhindered access.
 - Report all malfunctions and any non-working hydrants to the Utilities Division immediately.

6) PROCEDURES

- a) Companies and individuals are prohibited from using City fire hydrants except under special circumstances.
- b) Hydrant meters will not be issued to companies or individuals using City water for private projects. The Utilities Superintendent or Supervisor will review exceptions to the use of hydrant meters for municipal projects on a case-by-case basis.
- c) Companies and individuals needing City water for projects will be directed to the Finance Department for inclusion on the access list for the bulk water fill station at the Central Maintenance Facility tower.
- d) Isolation valves at well sites and well collection water main hydrants will be in the off position. A section of PVC pipe will be placed inside the valve box as a reminder that the valve is off. Any inspection, maintenance, or repair of these hydrants is only at the direction of the Utilities Superintendent or Supervisor.

7) INSPECTION

- a) Annually, all public and private fire hydrants directly or indirectly connected to the municipal water system shall be inspected either by City personnel or a qualified contractor. This inspection shall include testing of the operation and flow of the hydrants. Should a private hydrant owner choose to decline a City inspection and use a contractor instead, the owner shall provide the City with written verification in advance of the inspection. Contact information for the contractor performing inspection and date of the scheduled inspection are required.
 - i.) Staff will document any problems with the hydrants found during the annual inspections. Any hydrants taken out of service will be marked at the hydrant and its location provided to the Fire Department.
 - ii.) Repairs to hydrants will be prioritized based on City needs. Every attempt will be made to return non-working hydrants to service within one business day.
 - iii.) Hydrants that do not drain will be pumped dry each fall to prevent freezing and possible damage to the hydrant.
 - iv.) Fire hydrants will be painted periodically to maintain their appearance and visibility to the Fire Department.
 - v.) The City may contract the painting of fire hydrants. Contract specifications will detail type of paint, start and completion dates, and any measures required for the protection of property around the hydrants.
 - vi.) Fire hydrants will be sand blasted, primed, and painted entirely safety red using Sherwin Williams product #B65R30 or an approved equal.
 - vii.) Exceptions to the paint scheme are:
 - Hydrants that are plugged and do not drain will have the pumper nozzle cover painted black.
 - Well site and well collection water main hydrants will have the pumper nozzle painted blue.

8) PRIVATE HYDRANT REPAIRS

- a) In the event a City inspection of a private hydrant indicates that repairs are required, the City shall notify the owner of the hydrant in writing setting forth the repairs required. Repairs are the responsibility of the owner.
 - The owner may choose to have repairs completed by a qualified contractor or by City personnel. If a contractor is selected, the owner must notify the City in writing once repairs have been completed.
 - If the owner chooses the City to complete repairs OR if repairs are not made within (30) days of initial notification, the necessary repairs shall be made by the City. The cost of any materials, equipment, and labor will be billed to the property owner. Fees for equipment and labor are set forth in the City Fee Schedule.
- b) If a private hydrant inspection completed by a contractor indicates necessary repairs, the owner shall:
 - Notify the City in writing within five (5) business days of the inspection.
 - Repairs are the responsibility of the hydrant owner and must be completed within thirty (30) days of notifying the City.
 - The owner may choose to have repairs completed by a qualified contractor or by City personnel. If a contractor is selected, the owner must notify the City in writing once repairs have been completed.
 - If the owner chooses the City to complete repairs OR if repairs are not made within (30) days of initial notification, the necessary repairs shall be made by the City. The cost of any materials, equipment, and labor will be billed to the property owner. Fees for equipment and labor are set forth in the City Fee Schedule.

9) FIRE HYDRANT RESTRICTIONS:

- a) The City will not issue hydrant meters to any individual or company needing water for use within the City. The Utilities Superintendent or Supervisor will review any exceptions on a case-by-case basis.
- b) Staff witnessing use of a fire hydrant by other than City staff shall report the incident to the Utilities Superintendent or Supervisor.
- c) The Utilities Superintendent will send a letter to the company involved requesting they stop using Lakeville hydrants, explaining the City's policy on hydrant use and the availability of a water fill station.
- d) Lakeville Police Department will be notified as necessary to issue a citation to the violator.

10) HYDRANT ACCESS:

- a) There shall be no less than 36" of horizontal clearance on all sides of the hydrant.
- b) All hydrants are to be free of obstacles so that the hydrant may be seen by approaching fire trucks at a minimum distance of 200 feet.
- c) Posts, fences, vehicles, brush, trash, and other items shall not be placed or kept near fire hydrants.
- d) The Fire Department shall not be deterred or hindered from gaining immediate access to a hydrant.