

## Fire Hydrant Meter Use Policy

**Description:** This policy is to regulate the use of fire hydrant meters for construction projects, outline the conditions for use of the meters, fees and charges, and penalties.

**NOTE:** Failure to comply with this policy may result in confiscation of the fire hydrant meter and meter use permit revoked.

### General:

1. It is the primary responsibility of the City of Caldwell Water Department to ensure the safe and reliable delivery of drinking water to the city's customers
2. All water withdrawn from fire hydrants within the City of Caldwell are required to be metered with a meter issued by the Water Department and the proper backflow protection proposed and approved by authorized Water Department Personnel before issuance of all meters.
3. Meters are leased. The Caldwell Water Department will endeavor to maintain a sufficient supply of meters to ensure availability. Meters are issued and received between the hours of 8:00 am and 4:30 pm, Monday through Friday. Emergencies will be accommodated on a case-by-case basis and may include covering the City's Call-out costs plus administration.
4. The City anticipates users equipping each water-using vehicle with a meter. Multiple meters may be affixed to one account.
5. Notification and approval of the general location of hydrants to be used is critical to allow the city to manage water system variables. Please identify which hydrants are desired for usage in case water demand or fire flow requires a different hydrant or limits the allowable flow rate for filling.
6. Users are responsible for all fees, water use charges, and any damages or loss that may occur.

### Hydrant Meter Fees and Applications:

1. Meters are only issued to an authorized party who is responsible for the meter and payments for the water usage. **No third party billing is allowed. (Example: a water truck subcontractor must be responsible for his own meters and accounts rather than a prime contractor if such a sub is used).**
2. Meters must stay within the project boundaries or at fire hydrants designated for use by the Water Department. Meters are issued until completion of the project. Leased meters may be required to be inspected between projects or when new general locations are authorized. Returned meters will be inspected upon return prior to reissuance. Both meters and backflow systems may be inspected or tested at random or at the City's discretion at any time.
3. A deposit of **\$1375.50** is required for all hydrant meters. No credits for water usage may be used against the deposit. Deposits are returned when the meter is returned and accepted by the Water Department, all water usage charges, and fees have been paid in full. The deposit will be partially or fully forfeited for excessive wear or damage to the meter. Fines apply for disabling or modifying a meter or using a modified or defeated meter.
4. Hydrant meters customers are billed on a monthly basis. Monthly water usage charges will be as adopted by City Council for Bulk water usage on a per 100 cubic feet basis, the Council-adopted monthly base charge, and a monthly rental fee covering the costs of administration. Any damages or late fees will be included with the monthly billing.

5. A late fee of **\$27.50** will be assessed for any meter or read not brought in or submitted on a monthly basis. Reads need to be submitted by the **15<sup>th</sup>** of every month. Readings can be performed via digital photo (meta-data intact) or by Water Department Inspection at the Water Department during business hours.
6. Meter reading photos are sent to the Caldwell Water Department to:  
[hydrantmeters@cityofcaldwell.org](mailto:hydrantmeters@cityofcaldwell.org).
7. Damaged meters returned to the Water Department will have an actual cost of repair plus 15%, deducted from their deposit.
8. Customers returning meters to the Water Department showing malicious damage, signs of tampering, or are disassembled will be charged a **\$1000.00** tampering fee.
9. The City of Caldwell Water Department has the authority to refuse service to anyone that's deemed a chronic violator of the Fire Hydrant Meter Policy.

**Contact:** Main Office, (208) 455-3070, 305 W. Chicago St., Caldwell, Idaho, 83605.