

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
1350 South "E" Street
San Bernardino, CA 92408
P.O. Box 710, 92402

RULE AND REGULATION NO. 16
FIRE HYDRANT METER

1.0 POLICY

The City of San Bernardino Municipal Water Department (Water Department) shall collect a deposit from every customer requiring a fire hydrant meter and appurtenances prior to providing the meter and appurtenances (see Section 7.0 regarding the Fees and Deposit Schedule). The deposit is refundable upon the termination of use and return of equipment and appurtenances in good working condition.

Fire hydrant meters shall have a 2-1/2" swivel connection between the meter and fire hydrant. A 4" meter shall not be connected to the 4" port on the hydrant unless written approval is provided by Water Department Engineering. All Fire Hydrant Meters issued shall have a Reduced Pressure Principal Assembly (RP) as part of the installation. Spanner wrenches are the only tool allowed to turn on water at the fire hydrant.

The downstream connection to the Reduced Pressure Principal Assembly, where applicable, shall be made with flexible coupling.

The use of private fire hydrant meters on City hydrants is prohibited.

All fire hydrant meters and appurtenances will be installed, relocated and removed by the Water Department. All fire hydrant meters and appurtenances shall be maintained by the Water Department.

2.0 CONDITIONS AND PROCESSES FOR ISSUANCE OF A FIRE HYDRANT METER

Fire hydrant meters shall only be used for construction and maintenance related activities.

No customer shall resell any portion of the water delivered to them through a fire hydrant issued by the Water Department.

The Water Department allows for the issuance of a temporary fire hydrant meter for a period not-to-exceed 12 months (365 days). An extension can only be granted in writing by the Director of Water Utility for up to 90 additional days. A written request for an extension must be submitted by the customer at least 30 days prior to the 12 month deadline. No extension will be granted to any customer with a delinquent account with the Water Department.

Any customer requesting the issuance of a fire hydrant meter shall file an application with Water Department Customer Service. The customer must complete a "*Fire Hydrant Meter Application*" (**Exhibit A**) which includes the name of the company, the Party responsible for payment, Social Security number and/or California I.D., Requested location of the meter (a detailed map signifying an exact location), local contact person. Local phone number, a contractor's license (or business license), description of specific water use, duration the meter will be in use at the site and the full name and address of the person responsible for payment.

At the time of application the customer will pay their fees according to the rate established by the Water Department.

No fire hydrant meter shall be furnished or relocated for any customer who has any delinquent account with the Water Department.

After the fees have been paid and an account has been created, the meter shall be installed within 48 hours (by the second business day).

3.0 RELOCATION OF EXISTING FIRE HYDRANT METERS

The customer will contact the Water Department to request the relocation of a Meter a minimum of 48 hours in advance of the requested relocation date. A fee will be charged to their existing account and their account shall be current before a work order is generated for the meter's relocation.

The customer will supply where the meter is to be relocated and The customer must update the original Application for a Fire Hydrant Meter form with any changes as it applies to the new location **(Exhibit A)**.

Fire hydrant meters shall be read on a monthly basis. Customers will receive a monthly bill. If the account becomes delinquent, the meter will be removed. While fire hydrant meters and backflow devices are in service, commodity, base fee and damage charges, if applicable, will be billed to the customer on a monthly basis.

4.0 DISCONNECTION OF FIRE HYDRANT METERS

After ten (10) months a "Notice of Discontinuation of Service" will be issued to the site and the address of record to notify the customer of the date of discontinuance of service. An extension can only be granted in writing from the Director of Water Utility for up to 90 additional days (as stated in Section 4.3) and a copy of the extension has not be approved, the meter will be removed after 12 months of use.

Upon completion of the project, the customer will notify the Water Department to request the removal of the fire hydrant meter and appurtenances. A work order will be generated for the removal of the meter.

The Water Department staff will remove the meter and backflow prevention assembly and return it to the meter shop. Once returned to the meter shop, the meter and backflow device will be tested for accuracy and functionality.

The Water Department staff will contact the Customer Service Section and notify them of the final read and any changes resulting from damages to the meter and backflow

device or its appurtenances. The charges will be added to the customer's final bill. A final bill will be sent to the address of record. Any customer who has an outstanding balance will not receive additional meters.

Outstanding balances due may be taken out of deposits and any balances refunded to the customer. Any balances still due will be turned over to the Water Department for collection. Outstanding balances may also be transferred to any other existing accounts.

5.0 EXCEPTIONS

Any request for exceptions to this policy shall be presented, in writing, to the Director of Water Utility, or his/her designee for consideration.

6.0 MOBILE METER

Mobile meters will not be allowed. If there are multiple-area uses for one customer, such as street sweeping, hydro-seeding, water trucks, jet rodders, hydro-blasting and concrete cutters, then arrangements will be made to place fire hydrant meters in various geographic areas for use by the customer. These meters will be used solely by one customer. Locking down the customer side of the meter will be the responsibility of the customer.

7.0 FEE AND DEPOSIT SCHEDULES

The fees and deposits, as listed on **Exhibit A** of this Rule and Regulation are based on actual reimbursement of costs of equipment, materials and services performed. These deposits and fees will be amended, as needed, based on actual costs. Deposits will be refunded after 12 months or at the end of use of the fire hydrant meter (upon return of equipment in good working condition and all outstanding balances on account are paid). Deposits can also be used to cover outstanding balances.

All fire hydrant meters shall be assessed a Zone 4 monthly elevation charge as set forth in Rule and Regulation No. 21.

All fees for equipment, installation, testing, relocation and other costs related to this program are subject to change without prior notification.

8.0 UNAUTHORIZED USE OF WATER FROM FIRE HYDRANT

Use of water from any fire hydrant without a properly issued and installed fire hydrant meter and backflow device is theft of City property. Customers who use water for unauthorized purposes or without a Water Department issued meter will be prosecuted to the fullest extent of the law.

Unauthorized water use shall be billed to the responsible party. Water use charges shall be based on meter readings, or estimates when no meter readings are available.

In case of unauthorized water use, the customer shall be charged all charges which would have applied if proper authorization for the water use had been obtained, including, but not limited to, monthly service charges, installation charges and removal charges.

If there is any damage to City property (i.e., fire hydrant, fire hydrant meter, backflow device, various appurtenances), then the cost of repairs or replacements will be charged to the customer of record (Applicant).

If any Fire Hydrant Meter is used with reclaimed water, then that meter will not be allowed to be used again with any potable water supply and the customer will incur the cost of replacing the meter and backflow device.

Approved by BOWC:	March 10, 2020
Effective:	April 1, 2020
Supersedes:	July 25, 2006



**EXHIBIT A
RULE AND REGULATION NO. 16
APPLICATION FOR
FIRE HYDRANT METER**

SBMWD USE ONLY	
WF No.	_____
Date Received:	_____
Accts Payable Rep:	_____
Cust Service Rep:	_____
Letter of Authorization Attached: Yes <input type="checkbox"/>	
(4" Meter Only)	

FIRE HYDRANT METER REMOVAL REQUEST

		Application Date	Requested Install Date
<input type="checkbox"/> Check Here to Request Removal of Above Meter		Requested Removal Date:	
Provide current Meter location if different from above:			
Signature:	Title:	Date:	
Phone Number:	Pager Number:		

FIRE HYDRANT METER INFORMATION (INSTALLATION)

Fire Hydrant Location: (Attach detailed map, Thomas Bros. map or construction drawing)
Specific Use of Water:
Any return to Sewer or Storm Drain, if so, explain:
Estimated Duration of Meter Use:

COMPANY INFORMATION

Company Name:			
Mailing Address:			
City:	State:	Zip Code:	Phone Number:
*Business License #:		*Contractor's License #:	
*A copy of the Contractor's License and/or Business License is required at the time of meter issuance.			
Name and Title of Agent:		Phone Number:	
Responsible Party Name:		Title:	
Social Security or Cal ID#:		Phone Number:	
Signature: _____		Date: _____	
Guarantees payment of all charges resulting from the use of this meter. Insures that employees of this organization understand the proper use of this meter.			

FEEES AND CONDITIONS (STANDARD 2-1/2" METER ONLY)

1. A deposit must be paid to guarantee payment of construction water and return of said meter. An account establishment fee of \$40.00 will be charged upon initiation of the account. A nonrefundable \$850.00 fee will be charged for setting the meter on the hydrant.
2. If the meter is lost, stolen, or damaged, a charge of up to three times the cost of the meter may be charged, plus a prorated charge for the estimated water usage, in accordance with Section 1882.2 of the Civil Code of the State of California.
3. A minimum one business day notice is required prior to start of service or hydrant meter set, based upon department manpower availability.
4. On-site hydrant meters can only be moved or relocated by department staff. A request to relocate a meter will result in an additional \$475.00 fee, per incident. A minimum one business day notice is required prior to the relocation of the hydrant meter, based upon department manpower availability.