



FIRE HYDRANT METER GUIDELINES

General:

The principal purpose of fire hydrants is fire protection. The Town as a convenience makes fire hydrant meters available to the citizens of the Town. Whenever a fire hydrant meter is placed on a hydrant, that hydrant is, for all practical purposes, out of service, and the chances for damage to the hydrant are increased. For that reason, and in light of the increasing number of problems, which the Town has experienced with regard to the rental of fire hydrant meters, the following guidelines have been adopted by the Town Board with regard to the use of fire hydrant meters:

Intent:

The use of fire hydrant meters is intended only for those situations where a large volume of water is needed for a short period of time. Meters shall not be used as a substitute for permanent water service.

Guidelines and Procedures:

1. The number of available meters is limited. Meters are available on a first-come/first-served basis. Use of a meter should commence promptly after rental. If the Town becomes aware that a rented meter has not been placed into use within thirty (30) days after rental, the rental will be terminated, and the Town will pick up the meter.
2. The customer must call the Public Works Department at (970) 674-5400 to schedule a time for Hydrant Meter Pick up. The meter will be available for pick up at 922 N. 15th Street, Windsor, once an appointment has been scheduled and the Rental Agreement has been completed.
3. The customer will be responsible for all rental fees and charges as outlined in the Windsor Municipal Code and as otherwise approved by the Town Board of the Town of Windsor. A listing of the current fees and charges is attached and includes charges for all water used.
4. Water must be used at the location where the hydrant meter is located; water cannot be moved or used outside of the Town's corporate limits, including any site within unincorporated areas entirely surrounded by incorporated areas.
5. No single water hydrant meter user shall receive more than 64,000 (sixty-four thousand) gallons of treated water during any calendar month, as measured by the issued Town of Windsor water hydrant meter (Ordinance No. 2012-1431).
6. The customer must provide the Town of Windsor monthly meter reads by the 5th (fifth) of each month. Hydrant meter rental customers will be billed monthly with payment required by the 20th (twentieth) of each month to the Town of Windsor.



7. Fire hydrant meters will be issued during the winter months if requested. During those months, the customer may, at the sole discretion of the Town of Windsor, operate the fire hydrant and remove the meter assembly to prevent freezing. This will be allowed only if a customer representative has met with Town of Windsor Water Utility personnel for proper training in the operation of the fire hydrant and has been issued an approved hydrant-operating wrench. The customer also assumes full responsibility for the fire hydrant, along with the hydrant meter and backflow device. The customer may not move the meter assembly from the approved fire hydrant to another hydrant without first receiving the approval of the Town of Windsor Water Utility Department.
8. When it appears that a fire hydrant has frozen or has been operated illegally, the customer will be charged for a complete tear down of the hydrant, meter and backflow device to determine if there has been any damage. The customer is responsible for any and all damages if there has been any damage. The customer is responsible for any and all damages to the associated components of the assembly while the meter is installed. If damage occurs, all costs will be deducted from the meter deposit, and any charges in excess thereof will be invoiced to the customer.
9. Failure to comply with these Guidelines or illegally obtaining water from, or in any way tampering with a fire hydrant is in violation of the Windsor Municipal Code (Sections 13-2-210 and 13-2-320) and upon conviction is punishable by a fine of up to \$1,000 (Section 1-4-20).

Alternate Sources of Water:

Customers are advised that as an alternative to fire hydrant meters, the Town maintains a bulk loading station at 922 N. 15th Street, Windsor, Colorado. This bulk loading station is credit card operated and is open twenty-four (24) hours a day.

FIRE HYDRANT METER FEES AND CHARGES

Meter Deposit	\$2,100
Meter Rental	\$12 per day
Charge of Water Used	\$7.40 per 1,000 gallons

Following fees and charges are approved for the use and rental of fire hydrant meters: