



**Title: Dry Fire Hydrant Policy**

<b>Approved by Council</b>	<b>Date:</b> April 28, 2026
<b>Policy Review Notification</b>	<b>Date:</b> March 11, 2026
<b>Policy Review</b>	<b>Date:</b> April 14, 2026

I certify that this to be a true copy of the **Dry Fire Hydrant Policy** as adopted by the Municipal Council of Richmond County at a public meeting held on April 28, 2026.

Shelley David, Municipal Clerk

**1. Purpose**

- 1.1. The purpose of this policy is to outline how the Municipality of the County of Richmond will support the Richmond County Volunteer Fire Departments (VFD) with the installation and repairs of dry fire hydrants. This policy applies to dry fire hydrants installed after January 1, 2024.

**2. Policy**

2.1. Funding

- a) The number of dry fire hydrant installations will be based on funds available in the Dry Hydrant Fund.
- b) Each year, funds may be approved through the budget process, and it will be the responsibility of the Chief Administrative Officer (CAO), or someone designated by the CAO, to communicate to the Fire Protection Services Committee (FPSC) the funds available for the installation of dry fire hydrants.
- c) The Emergency Services Coordinator (ESC) will maintain an approved list of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The FPSC will choose which dry fire hydrants are to be installed based on the funds available. This will be communicated to the CAO by the FPSC through the ESC and presented to Richmond Municipal Council for final approval.



- d) Upon approval, the municipality will proceed with all work necessary for the installation of the dry fire hydrants in accordance with this policy.
- e) The total costs for each dry fire hydrant installation will include any required consulting fees, legal fees, and any other tangible fees related to the installation in total, not to exceed the funds available or approved by Richmond Municipal Council.
- f) If the budgeted funds have not been used in the fiscal year, the funds shall remain in the Dry Hydrant Fund to be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single high-cost Dry Hydrant installation in subsequent years or install multiple Dry Hydrants.

## 2.2. Hydrant and Site Maintenance

- a) The responsibility for testing dry fire hydrants shall fall solely on the VFD for the hydrants in their district. The VFD will keep a record of all testing in accordance with NFPA 1142, which will be submitted to the ESC.  
See Appendix A – Dry Hydrant Inspection and Maintenance Record.
- b) The VFD's will be responsible for all sites and operational maintenance of the dry fire hydrants. When a dry hydrant isn't functioning properly, the VFD will notify the ESC. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. The Municipality will provide administrative support to access required engineering and permitting for such repairs. Cost associated with repairs will come from the Dry Hydrant Fund.

## 2.3. Documentation and Mapping

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the ESC. This record shall include dates of inspections and testing, locations of installations, their current operational status, and summaries of reports.
- b) All dry hydrant documentation shall be provided to the ESC.



## 2.4. Ownership

- a) Any dry fire hydrants installed under this policy will be owned by the Municipality. It will be the responsibility of the VFD to notify the ESC of any issues with a dry hydrant.

## 3. Responsibilities

### 3.1. Volunteer Fire Department:

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142. See Appendix A record.
- c) Provide documentation of testing and maintenance of Dry Hydrants to the ESC.

### 3.2. FPSC:

- a) Monitor the compliance of the testing and maintenance of the Dry Hydrants according to this Policy.
- b) Identify and prioritize a list of possible Dry Hydrant locations.
- c) Review and amend list according to available Dry Hydrant Funds.
- d) Work with the ESC to ensure information is updated.

### 3.3. Municipality:

- a) Take responsibility and ownership of dry hydrants installed under this policy.
- b) Upon request, arrange for quotation for the installation or repair, including consulting fees, legal fees and any other tangible fees related to the installation or repair.

### 3.4. Emergency Services Coordinator:

- a) Ensure a list of possible sites is maintained and prioritized with the FPSC.
- b) File and track the testing and maintenance records provided by the VFDs.
- c) Support the FPSC in developing and prioritizing the list of possible sites.
- d) Assist VFDs with administrative requirements as needed.
- e) Assist VFDs with any testing needs.
- f) Update the VFD upon completion of installation and repairs for testing.

### 3.5. CAO:

- a) Ensure the approved list of dry hydrants from the FPSC is presented to Municipal Council.



- b) Communicate the approved funding amount with the FPSC.
- c) Administer the approved funding from Council related to dry hydrants.

## Appendix A: Dry Hydrant Inspection and Maintenance Report

### Policy Review/Amendment Schedule

Date of Review	Approved by Council
March 16, 2026, April 14, 2026	April 28, 2026 – Amended/Approved
	January 24, 2022



**APPENDIX A - DRY HYDRANT INSPECTION AND MAINTENANCE RECORD**

Hydrant Location: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Depth of water from the surface to top of strainer (ft): \_\_\_\_\_

Amount of water available leaving 2 ft (0.6 m) over strainer: \_\_\_\_\_

Environmental conditions affecting the dry hydrant (silt, debris, vegetation growth, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Any Erosion around the hydrant, access road, bank of water supply area:

\_\_\_\_\_  
\_\_\_\_\_

Was the system back flushed?     yes             no

Problems found: \_\_\_\_\_

\_\_\_\_\_  
Available flow rate GPM (actual): \_\_\_\_\_

Any weed control measures taken: \_\_\_\_\_

\_\_\_\_\_  
Condition of access road, drainage: \_\_\_\_\_

Access warning sign present?     yes             no

Accuracy and clarity of information on sign?     yes             no

Maintenance performed, any special observations or remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fire Chief or Authorized Person**

**Sign**

**Date**