

The
MADISON SUBURBAN UTILITY DISTRICT
Of Davidson County, Tennessee

December 21, 2022

SUBJECT: Fire Line Meter Process Policy

PURPOSE: The purpose is to reaffirm and codify decisions made by the board in July of 2018 which requires MSUD to meter 100%. This includes, but isn't limited to, domestic, fire line, irrigation, etc. This policy addresses the process MSUD follows, responsibilities of the stake holders, fiscal implications, and expected timelines of installation and inspection. This process is applicable to both new and old construction.

1. Prioritization of fire line meter installation.

- a. Customers that currently have a fire line that is not metered or partially metered are notified of the requirement to purchase the appropriate meter within 30 days of notification.
- b. Once the customer purchases the meter, they then have 90 days to install the meter and have MSUD inspect the installation for code compliance.
- c. Customer list is prioritized by duration as a customer and by line size.

2. Process:

- a. Thirty days following notification of fire line meter requirement, the customer is billed for the required meter the following billing cycle (30 days).
- b. The customer is required to notify MSUD no later than 90 days from purchase, when the plumbing is prepared and ready for meter pick up.
- c. For accountability, MSUD records who pick up the meter, who the end customer is (business name and address), and date/time of pick up.
- d. Once the customer has paid for the meter MSUD creates a time delayed (90 days) work order for inspection. This will ensure that the meter is installed properly.
- e. If the customer does not install the fire line meter within the allocated time, then MSUD has the authority to notify the servicing fire department that we are denying service of the fire line to the structure. From that point MSUD transfers all liability of loss of property, inventory, or life to the customer who is not in compliance with this policy.
- f. If the customer does not install the fire line meter within the allocated time, then MSUD has the option to install the meter at full cost to the customer according to the MSUD Fee Schedule.
- g. MSUD is not liable for any damage to the property or plumbing system.
- h. If a customer has picked up the meter and it isn't installed or cannot be located (lost/stolen) then the customer incurs a cost for a replacement meter. Replacement meter cost is billed the following billing cycle.
- i. When the Fire meter is inspected by MSUD the work order is closed out in the digital system.

3. Duties and Responsibilities:





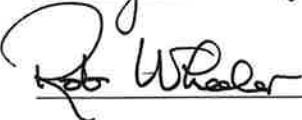
- a. Billing-
 - i. Notifies account holders of fire line meter requirement

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- ii. Invoices account holders in accordance with policy timeline and MSUD Fee Schedule.
 - iii. Creates inspection work order with an action date 90 days after meter invoice is paid.
 - b. Distribution Manager-
 - i. Ensures appropriate meter is on hand.
 - ii. Tags meter with pertinent customer data received from Billing.
 - iii. Maintains accountability of meter through the transfer to customer's representative. Pertinent customer data is recorded as listed in paragraph 2c. This requirement can be delegated to a subordinate within the distribution section, but the overall responsibility is that of the Distribution Manager.
 - c. Construction Inspector-
 - i. Inspects fire line meter installation to ensure compliance with applicable codes and regulations.
 - ii. Completes fire line work orders created by billing.
 - iii. Updates work order digital tracking system and annotates any pertinent notes specific to the customer.
4. MSUD is not liable for any damage to the property or plumbing system.
5. This policy is effective immediately.

APPROVAL LIST

John T. Wade, Board President	 _____	Date: <u>12/29/22</u>
Tim Garrett, Board Member	 _____	Date: <u>2-29-2002</u>
Jim Forkum, Board Member	 _____	Date: <u>12-29-2002</u>
Cynthia Ellis, General Manager	 _____	Date: <u>12-29-2022</u>
Rob Wheeler, Legal Counsel	 _____	Date: <u>12-29-2022</u>