

CITY OF CAMBRIDGE

491 BROADWAY, CAMBRIDGE, MASSACHUSETTS 02138 TEL. 876-0125

RECEIVED
MAY 17 PM 3:15
OFFICE OF THE CITY MANAGER

FIRE DEPARTMENT HEADQUARTERS

THOMAS V. SCOTT
Chief of Department

May 17, 1990

Mr. Robert Healy
City Manager
Cambridge, MA 02138

Dear Mr. Healy:

I am forwarding a report in response to Council Order #46 of April 23, 1990 in regards to inspections of hydrants.

Each year the Cambridge Fire Department carries out a program for the inspection of hydrants. It should be noted that with the exception of 1989 when there was a ban on the excessive use of water, our tests have always included the opening of the hydrant and the flow of water. Each company is responsible for the testing of these hydrants in their own pre-assigned districts.

During the inspection procedure and a defective hydrant is found, we immediately forward the request for repairs to the Water Department and they in turn take the necessary steps to make the repairs.

Enclosed you will find copies of General Orders issued by our department to the members. These orders detail the proper procedure to be carried out while the testing procedure is carried on. Also find a letter that was sent to my office by Mr. John Cusack, Water Superintendent.

If I can be of any further assistance, please call.

Respectfully,

Thomas V. Scott, Chief
Fire Department



CITY OF CAMBRIDGE

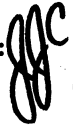
MASSACHUSETTS

WATER DEPARTMENT
250 FRESH POND PARKWAY
CAMBRIDGE, MASS. 02138

John J. Cusack, Jr.
Superintendent

617-498-9070

TO: Chief Thomas Scott
Cambridge Fire Department

FROM:  John J. Cusack, Jr.
Superintendent

DATE: May 15, 1990

SUBJECT: HYDRANTS OUT-OF-SERVICE

Pursuant to our May 10th meeting with Deputy City Manager Richard Rossi on the subject referenced above, I met with Deputy Chief William Rose to establish a priority list for repairing and/or replacing hydrants to minimize the number of hydrants out-of-service. The Water Department will concentrate its work efforts on the hydrants considered most important on the May 1st Fire Department list. In addition, the Water Department will meet weekly with Deputy Chief Rose to review progress.

JJC/mp

cc: Deputy City Manager Richard Rossi
Deputy Chief William Rose

CAMBRIDGE, MASSACHUSETTS

July 24, 1989

GENERAL ORDER #20, Series of 1989

TO THE COMMANDING OFFICER

SUBJECT: Hydrant Inspection

Inspection of hydrants shall commence JULY 30, 1989. In each and every case where a company leaves quarters to conduct these inspections, every member shall conduct himself in a professional manner, concentrating on the quality of the inspection rather than the quantity.

Companies shall notify the Fire Alarm Office when leaving and on returning to quarters. Companies shall be "OUT of SERVICE" during this time. In the event of a working fire, the company shall commence to make up and notify the Fire Alarm Office of their availability. In the event of other extenuating circumstances arising during this time, the company shall be governed by the orders of the Fire Alarm Office.

TIME SCHEDULE

Monday through Friday at 1800 hours.

Saturday, Sunday and Holidays at 1000 hours
1330 hours
1800 hours

SCHEDULING OF COMPANIES

Commencing July 30, 1989, companies shall use the following rotation:

Division I

Eng. 3
Eng. 6
Eng. 2
Eng. 5
Eng. 7

Division II

Eng. 1
Eng. 4
Eng. 8
Eng. 9

THE FOLLOWING REPORTS SHALL BE SUBMITTED:

1. One Form #29 Hydrant Field Inspection Report on each hydrant inspected.
2. Two Form #19s Red Hydrant Report on each defective hydrant.
Reports to be submitted to office daily.
3. Form #2s For each of the following, a Form #2 shall be submitted
on completion of hydrant inspections.

One (1) Form #2 listing all hydrants that are incorrectly
color coded.

One (1) Form #2 stating that hydrants in district
have been completed.

OTHER PERTINENT INFORMATION

If you put hydrant "Out of Service" notify the Fire Alarm Office, indicate on the Form #19 red, in bold letters "OOS" and also note that the Fire Alarm Office was notified.

Captains of all companies shall keep the hydrants in their fire prevention inspection districts updated at all times in order to facilitate hydrant clearing in winter months. All vegetation or other material that obscures a hydrant from view shall be removed.

Firefighting division Deputy Chiefs shall forward the test equipment to the next scheduled company.

Many hydrants have been installed throughout the city in new locations. The Form #29 for each new location shall have "New Hydrant" printed in bold letters at top. A new hydrant card is to be made out for each new hydrant. New hydrant numbers are to be assigned chronologically to these hydrants.

The Public Works Department has scheduled painting of all incorrectly color coded hydrants. Company Officers are to submit a Form #2 for all incorrect color coding at the completion of their hydrant inspections.

HYDRANT INSPECTION PROCEDURE

Hydrants shall not be flowed this year due to the water use restrictions imposed on cities and towns. Visual inspections are to be made only, and all caps are to be lubricated.

If any question exists as to the availability of water from a hydrant, or if its condition appears to warrant flowing, hydrant is to be flowed. Caution is to be used so as not to cause damage to property.

General Order #20, Series of 1989
Hydrant Inspection
Page 3

Form #29s are to be kept in company until all hydrants have been inspected.

Form #29s are then to be submitted to office in numerical order.

Kindly see that each member is present for a reading of this order at roll call.

Per order,

Thomas V. Scott

Chief of Department

Read & Initial

Gr. #1 _____
Gr. #2 _____
Gr. #3 _____
Gr. #4 _____

FIRE DEPARTMENT
CAMBRIDGE, MASSACHUSETTS

MAY 7, 1990

GENERAL ORDER #9, Series of 1990

TO THE COMMANDING OFFICER:

SUBJECT: Hydrant Inspection and Testing

Inspection and testing of hydrants shall commence May 13, 1990. In each and every case where a company leaves quarters to conduct these inspections, every member shall conduct himself in a professional manner, concentrating on the quality of the inspection rather than the quantity.

Companies shall notify the Fire Alarm Office when leaving and on returning to quarters. Companies shall be "OUT OF SERVICE", during this time. In the event of a working fire, the company shall commence to make up and notify the Fire Alarm office of their availability. In the event of other extenuating circumstances arising during this time, the company shall be governed by the orders of the Fire Alarm Office.

TIME SCHEDULE

MONDAY THROUGH FRIDAY AT 1800 hours.

SATURDAY, SUNDAY AND HOLIDAYS AT 1000 hours
 1330 hours
 1800 hours

SCHEDULING OF COMPANIES

COMMENCING MAY 13, 1990, COMPANIES SHALL USE THE FOLLOWING SCHEDULE:

<u>DIVISION I</u>	<u>DIVISION II</u>
Engine #3	Engine #1
Engine #6	Engine #4
Engine #2	Engine #8
Engine #5	Engine #9
Engine #7	

GENERAL ORDER # 9, Series of 1990

THE FOLLOWING REPORTS SHALL BE SUBMITTED:

1. One form #29 Hydrant Field Inspection Report on each hydrant flowed.
2. TWO form #19s Red Hydrant Report on each defective hydrant. Do not submit RED 19s on NO DRAIN/SLOW DRAIN HYDRANTS.
FORM 19s to be submitted to office DAILY.
3. Form #2's For each of the following, a form #2 shall be submitted on completion of hydrant testing.

One (1) form #2 for all slow drain hydrants with a duplicate kept in company.

One (1) form #2 listing all hydrants that are incorrectly color coded.

One form #2 stating that hydrants in district have been completed.

VOICE NOTIFICATION

The area to be inspected shall be planned in advance. Voice notification shall start at least one half hour prior to the start of testing. Notification is to alert occupants to draw a clean supply of water to have on hand and to discontinue use of washing machines and dishwashers. Special emphasis is to be placed on those areas where commercial laundromats are located.

Announcement must include an area at lease one block beyond the anticipated testing area due to the grid water system. When testing starts, another announcement is to be made stating that testing is now starting and that occupants should have their supply of fresh water on hand and their washing machines and dishwashers turned off.

OTHER PERTINENT INFORMATION

Each company shall keep a record of all hydrants that fail to drain within a few minutes. Once all hydrants in district have been tested, these slow drain hydrants shall be rechecked. Any that still have water in the barrel shall be listed on a Form #2 and submitted to Headquarters. A duplicate of this Form #2 is to be kept in company. These hydrants are to be checked for water in barrels in November and pumped out if necessary. If the main valve does not seat with normal pressure on the hydrant wrench, DO NOT USE EXCESSIVE FORCE. Report same on a Form #29, and Form #19 (red).

If you put hydrant "OUT OF SERVICE", notify the Fire Alarm Office, indicate on the Form #19 red, in bold letters "OOS" and also note that the Fire Alarm office was notified.

GENERAL ORDER #9, Series of 1990 continued

Captains of all companies shall keep the hydrants in their fire prevention inspection districts updated at all times in order to facilitate hydrant clearing in winter months. All vegetation or other material that obscures a hydrant from view shall be removed.

When flowing hydrants, extreme caution is to be used so as not to inflict bodily injury on civilians and/or cause damage to property.

Firefighting division Deputy Chiefs shall forward the test equipment to the next scheduled company.

Many hydrants have been installed throughout the city in new locations. The Form #29 for each new location shall have "New Hydrant" printed in bold letters at top. A new hydrant card is to be made out for each new hydrant. New hydrant numbers are to be assigned chronologically to these hydrants.

The Public Works Department has scheduled painting of all incorrectly color coded hydrants. This will begin during the month of May. Company Officers are to submit a Form #2 for all incorrect color coding at the completion of their hydrant tests.

HYDRANT INSPECTION PROCEDURE

1. With all caps tight, open hydrant slowly until water is evident in the barrel. Observe for any leaks or defects in hydrant.
2. Shut hydrant down.
3. Remove 4½" cap.
4. Slowly open hydrant, allow water to flow until it is reasonably clear. Slowly shut down hydrant and check for proper drain.
5. Remove both 2½" caps, swab all threads with oil/graphite mixture and replace caps.

Form #29's are to be kept in company until all hydrants have been tested.

Form #29's are then to be submitted to office in numerical order.

Kindly see that each member is present for a reading of this order at Roll Call.

Per Order,

Thomas V. Scott

Chief of Department

Read & Initial

Group #1 _____
 Group #2 _____
 Group #3 _____
 Group #4 _____

9



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

FAX. 868-8159

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

May 21, 1990

To The Honorable, The City Council:

In response to Awaiting Report Item No. 29, regarding the policy for cleaning and repairing fire hydrants, please find attached a report from Thomas Scott, Chief of Fire.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev
enclosure

Agenda # 9 S-539

Awaiting Report Item # 29 regarding the
policy for cleaning and repairing fire
hydrants.

In City Council,

May 21, 1990

Placed on file