

Chickaloon Volunteer Fire Department (CVFD) Organizational Structure



Purpose

To provide local emergency response and fire protection for the Chickaloon Community under a transparent, community-guided structure.

Organizational Structure

Parent Organization — Chickaloon Community Council (CCC)

- Owns and manages all fire department assets through CVFD.
- Provides fiscal oversight and approves major financial expenditures.
- Represents community interests through elected council members.

Chickaloon Volunteer Fire Department (CVFD)

- Operates under the CCC's authority. (CCC d.b.a CVFD)
- Responsible for day-to-day operations, training, emergency response, and routine equipment maintenance.
- Maintains internal policies, volunteer standards, and operational readiness.

Fire Chief & Assistant Fire Chief

- Oversees daily operations and volunteer coordination.
- Manages fire calls; and oversees all training, scheduling, and maintenance.
- Appoints volunteers to manage all training, scheduling, and maintenance.
- Reports directly to the CCC with regular updates (monthly).

Community Involvement

- Community members vote on major department expenditures (above the council-defined threshold).
- Residents are encouraged to volunteer, attend meetings, assist fundraising, and provide input. Community volunteers do not have to fight fires, Community volunteers are needed to assist in other areas of CVFD support as well.

Transition Plan

1. **Create New Entity** — Create a new company: Chickaloon Community Council D.B.A. Chickaloon Volunteer Fire Department.
2. **Rename** — Officially change the name to *Chickaloon Volunteer Fire Department (CVFD)* in all registrations and records.
3. **Asset transfer** — Transfer all former Chickaloon Community Volunteer Fire Department and Chickaloon Fire Service assets, vehicles, equipment, and funds legally to the newly created Chickaloon Volunteer Fire Department.

4. **Create MOU** — Draft, review, and approve a Memorandum of Understanding (MOU) between CCC and CVFD to define roles, authority, and procedures.
5. **Recruit & train** — Re-engage former volunteers and recruit new members; schedule initial training and certifications.
6. **Budget** — Council and Fire Chief prepare and approve an annual operating budget.
7. **Public relaunch** — Hold an open house / public meeting announcing the new structure and volunteer opportunities.

Proposed Framework

VOLUNTEER		POSITIONED	OVERSIGHT	DUTIES (Not an Exhaustive List)
Mandatory Positions	Fire Chief	Nominated by CCC, Voted on by in-house election every 2 years (starting at the 2028 election cycle) *	CCC	Responsible for overseeing all operations within the CVFD, including emergency response, fire prevention, training programs, daily operations, submitting reports and logs, and overseeing the Maintenance Manager and Training Officer. Also report monthly to CCC & Council Meetings.
	Treasurer	CCC Treasurer will also be the CVFD Treasurer	CCC for any repairs over \$500.00	Overseeing the CVFD's financial management, which includes budgeting, financial reporting, and ensuring compliance with legal requirements. Also manage funds, maintain financial records, and work with CCC to ensure proper financial oversight.
	Assistant Fire Chief	Nominated by Fire Chief, Elected by CCC	CCC / Fire Chief	Assist Fire Chief in all his duties listed above. Responsible to stand in for Fire Chief in his absence and report monthly to CCC as needed.
* Election of Fire Chief is every 2 Years on the same years and month as the 2 CCC Board Member Elections.				
Not mandatory, filled at the discretion of the Fire Chief	Maintenance Manager	Chosen by Fire Chief, Approved by CCC	Fire Chief (CCC for any repairs over \$500.00)	Oversee the maintenance and repair operations of all CVFD Assets, ensuring they are functioning properly & safely. Duties include developing maintenance procedures, supervising maintenance volunteers, completing asset logs and reports, and conducting inspections to identify and resolve issues.
	Training Officer	Chosen by Fire Chief, Approved by CCC	Fire Chief	Responsible for creating, implementing & overseeing training programs within CVFD. Ensure volunteers are equipped with the knowledge & skills to perform their jobs effectively. Ensuring that state requirements are met.
	Grant Writer	Chosen by Fire Chief or CCC, Approved by CCC (Open to Community Volunteer)	CCC / Fire Chief	Work with Fire Chief and CCC to write grants for the CVFD. Responsible for finding funding opportunities & writing polished proposals to earn grant money. Research grant opportunities & draft grant proposals.
	Community Relations Coordinator	Chosen by Fire Chief or CCC, Approved by CCC (Open to Community Volunteer)	CCC / Fire Chief	Developing & implementing public relations strategies to promote a positive image of the CVFD. Organizing & coordinating public relations events such as fundraisers. All purchases must be approved by CCC
Policy changes will be by a joint committee recommendation with community input and approved by CCC				