

PROFILE

Energetic, proactive and highly experienced senior fire-rescue executive with more than twenty-nine (29) years of experience with a balance of both command-level operations and administration with two (2) fire rescue agencies. Background includes management of personnel where exemplary leadership skills have been employed to direct the activities of almost eight hundred (800) fire rescue and support staff personnel. Significant experience in developing strategic plans for the delivery of fire rescue and public safety services that serve and benefit the community. Assisted with the development and administration of departmental budgets and grants, including the Federal Urban Areas Security Initiative (UASI) and the State of Florida EMS Grant. Well versed in modern principles, practices and methods of fire operations administration including the use of data-driven and predictive fire, emergency management techniques and health and safety. Expertise in:

Human Resources	Staff Training/Mentoring	Organizational Development
Emergency Management	Technology	Labor/Union Relations
Emergency Medical	Systems/Management	Policy/Procedure
Administration & Management	Grant-	Development
Continuous Process	Application/Management	Change Management
Improvement/Best Practices	Community Outreach/Public	Budgets/Fiscal Accountability
Contracts	Relations	Negotiations/Implementations
Procurements		Health and Safety

Serves as Acting Deputy Fire Chief. A high-level commander, politically astute and socially adept with excellent planning skills and administrative abilities. Active role in development and implementation of operational strategies, training subordinates, managing budget-related activities, and communicating/coordinating with other fire rescue departments. Operate in an open, approachable, transparent and collaborative manner with other department heads, employees, union leadership, and community members. High degree of initiative and motivation with a strong foundation of ethics, principles and values to effectively lead an organization to the highest levels of performance and community service.

HIGHLIGHTS OF MAJOR ACCOMPLISHMENTS

- **Senior Manager** with vast knowledge and experience in Operational and Administrative functions including Emergency Medical Services (EMS), Payroll, Legislative related activities, Emergency Management, Training, Procurement, Policies, Education, Training and Emergency Response.
- **Major Awards include numerous** Departmental Commendations and letters of appreciation from the public, local businesses, and various community agencies.
- **Streamlined many paper based systems**, such as Personnel Human Resources, Information Systems, Overtime Tracking Systems
- **Defined data elements, roles and responsibilities** for users and automated reporting processes to allow supervisor staff and executives in the Fire Department the ability to make important decisions at any given time.
- **Known for seizing opportunities** to enhance organizational efficiency and reduce bureaucracy resulting in improved service to customers via an empowered and creative staff.

PROFESSIONAL EXPERIENCE

Broward Sheriff's Office Fire Rescue

(2018-present)

The Broward Sheriff's Office Fire Rescue operates by providing 24/7, 365 days a year, fire suppression, fire protection, emergency medical services (EMS) and educational support programs with 25 fire stations and more than 700 personnel for most the unincorporated areas of Broward County and to the municipalities of Weston, Lauderdale Lakes, Pembroke/West Park, Cooper City, Dania Beach, Hallandale Beach and Deerfield Beach through contract agreements. The department also serves the Fort Lauderdale-Hollywood Airport and Port Everglades. Additionally, the department operates a county-wide of teams which includes, Hazardous Materials, Air Rescue, Everglades Rescue and Technical Rescue. The department is accredited by multiple organizations and holds titles of the largest dual accredited CAAS/CFAI fire departments and the only internationally accredited Sheriffs fire department.

- **Assistant Chief- Specialized Services (04/20-present)**

Overall responsibility for the direct supervision of Division Chiefs, a District Chief and an Assistant District Chief for the divisions of Health, Wellness and Safety, Special Operations, Training and Professional Standards, Emergency Medical Services (EMS) , Air Rescue Program and Fire Recruitment.

- **Assistant Chief- Management Services (02/19-04/20)**

Overall responsibility for the Regional Logistics support for 18 fire departments in Broward County Florida, including this fire department the Department of Law Enforcement and the Department of Detention. Additional overall responsibility this department's Fleet and Facilities Services and Fire Recruitment. Specifically responsible for the division's budget, procurement and personnel management. Oversee the department's Health and Safety Division and Research and Development.

- **Division Chief- Health and Safety (01/2018-02/2019)**

Works with the Assistant Chief of Technical Service with the responsibility of Health, Wellness and Safety for the departmental personnel. Development of policy with goals and objections of mitigating firefighter cancer and other occupational risk. Works with the agency's Risk Management Division and Safety Wellness Manager to ensure overall health and safety of all departmental employees. Ensures professional development of employees and while assisting with performance management. Prepares, reviews and evaluates all assigned administrative and operational records and reports including but limited to, budget administration, response calls, incident reports, statistical and training reports to ensure validity and compliance with agency policy and procedures. Additionally, overall responsibility for the department's employee Recruitment, Fire Reservist and Fire Cadets Programs.

City of Miami Fire-Rescue

(1991 – 2018)

The City of Miami Fire-Rescue Department (MFR) protects the City of Miami 24/7, 365 days a year and operates out of 15 fire stations located throughout the City's 35 sq. miles with over 500,000 residents and over to 1 million people during any given business day. The department has approximately 753 firefighters, which respond to over 100,000 calls for assistance annually. Additionally, MFR also maintains a fully accredited fire training center and fire apparatus garage.

- **Assistant Fire Chief – Division of Emergency Medical Support (11/2013-01/2018)**

Works with the Fire Chief in policy development and management of all EMS, administrative and supportive functions. Oversee eight areas including Emergency Medical Support Administration, Medical Direction, Quality Management, Public Access Defibrillator Program (PAD), Mobile Data Coordination, EMS Training, Infection Control and Occupational Health and Wellness.

Manage all departmental EMS contractual agreements with outside vendors and agencies upon the approval of the Fire Chief and the City Commission.

- Meet with City Directors, Managers, Commissioners and the Mayor to discuss needs relevant to providing exceptional Emergency Medical Services (EMS) and other public safety services.
- Develop and present budgets before the Fire Chief and Deputy Fire Chief, as well as other legislative items on a continual basis.
- Responsible for compliance with all federal, state and local laws as they pertain and apply to pre-hospital emergency medical care and transport
- Responsible for the issuance and compliance with federal and state laws on the storage and record keeping of all the department's medications including controlled substances
- Responsible for coordination of off-duty events and serve as Medical Commander when necessary
- Develop and implement improved methods of service delivery of emergency services to the community
- Responsible for a variety of functions including medical direction, payroll, personnel issues, EMS billing, maintenance of all EMS rescue apparatus, uniforms, protective clothing and firefighter equipment issuance, monitoring of all emergency disasters through EOC, and purchasing and assistance regarding capital improvement projects

- **Assistant Fire Chief – Technical Services Division (03/2011-11/2013)**

Responsible for developing and managing the Technical Services Division which encompassed the Capital Improvement Program, Fire Assessment Fee Program and Fire Payroll Administration.

Directly responsible for payroll; personnel and related human resources management functions; capital projects; and quality management programs.

- Recommended policy and procedure changes that benefited the organization, as well as the community and participated in personnel decisions. Established a reputation as an agent for positive change.
- Consistently offered ideas for improving procedures geared toward making the department more effective and efficient.
- Continually met departmental and community needs using unique innovative techniques and a teamwork approach.
- Became the lead subject matter expert in interpreting specific City and Fire Union rules and ensuring the new ERP HR (Oracle) System.

- **Executive Assistant to the Fire Chief/Deputy Emergency Manager (08/2010 -03/2013)**

Second in command/authority of the City's Emergency Operations Center and directly responsible for communication and updates pertaining to national and local weather briefings and other significant events and/ or threats. Responsible for updating and revising the City of Miami CEMP, Hurricane Plan, Pandemic Plan and other emergency operation plan(s) relating to emergency and disaster preparedness and response. Responsible for special projects, including grant application and administration, implementing information and technology projects, and review of other departmental manuals. Served as a Project Manager and/or Force Multiplier for various initiatives as directed by the Fire Chief including management of Fire-Rescue grant initiatives and Information and Technology initiatives.

- Represented the Deputy Fire Chief and Fire Chief at meetings with the general public, local media, community organizations, etc.
- Acted as spokesperson for the Fire Chief and/or the Department.
- Participated in the policy decision-making process affecting the fire department and the city as a whole.
- Advised the Fire Chief and other senior staff members on matters of organizational change and/or direction.

- **Fire Captain/ Shift Commander (02/2009-08/2010)**

Managed all aspects of the operation of a fire facility including direct command of all firefighting activities and personnel.

- Worked with lieutenants to assure operational readiness of all equipment and personnel for emergency preparedness.
- Assured compliance of all personnel with both city and departmental policies.
- Assisted in the writing of station policies for implementing new or modified general orders or changes in rules and regulations.
- Upheld the highest standards of safety, response times and rescue efforts through dedication to excellence.

- **Fire Lieutenant/ Company Officer (03/2003-2/2009)**

Supervised rescue or firefighting crews during daily activities and at emergency scenes. Supervised drills or training necessary to maintain crew's proficiency in firefighting and emergency medical skills. Completed daily reports and crew evaluations.

- Assisted in fire safety/prevention demonstrations, presentations and inspections to initiate community partnerships and enhance community services.
- Embraced company mission statement to provide excellence in service through training, professionalism, efficiency, and dedication.

- **Firefighter/Paramedic/Hazardous Materials Technician (01/1991-3/2003)**

Initially hired in this entry level role and became part of the Hazardous Materials Team responsible for protecting life and property by fire-fighting and rescue activities. Performed skilled firefighting work in combating, extinguishing and preventing fires, as well as the operation and maintenance of fire department equipment, apparatus and quarters.

Other professional experience

MIAMI DADE COLLEGE

(1999-2011)

- **Associate Professor/ Course Coordinator (05/2005-05/2011)**

Medical Center Campus, Miami, FL

Responsible for curriculum development and course coordination for didactic and laboratory components for the Emergency Medical Services (EMS) Program of First Responder for the Medical and Homestead campuses. Developed assessment tools for student evaluations of the didactic curriculum in the form of written examinations. Provided lecture instruction for all EMS graduates for the final EMS Operation Course as a graduation requirement. Directly supervised 40 part-time faculty who taught in the program. Assisted the department chairperson and program director with the implementation of the State of Florida and DOT guidelines, rules and procedures in accordance with chapter 401 rules and other regulations.

- **Associate Professor /Director of Clinical Education (08/1999-05/2005)**

Medical Center Campus, Miami, FL

Responsible for implementation and the evaluation of all clinical procedures for the Emergency Medical Services (EMS) Programs for Medical and Homestead Campuses

Directly responsible for all the clinical scheduling of all EMT-B and Paramedic students in the clinical rotations and emergency rides.

Supervision, scheduling and evaluation of all faculty and hospital personnel consisting of approximately 70 faculty

Program Liaison for the local fire departments and all local affiliated hospitals contracted with the college for the EMS program.

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EDUCATION, CERTIFICATIONS AND LICENSURE

Master of Science Degree in Human Resource Development and Administration -2009

Barry University, Miami Shores, FL

Bachelor of Science Degree in Public Administration – 2002

Barry University, Miami Shores, FL

Associate of Science Degree in Emergency Medical Service – 1999

Miami-Dade Community College, Miami, FL

State of Florida EMS Instructor Level A and B- 2010

Miami Dade College, Miami FL

State of Florida Certified Paramedic- 1991

Miami Dade College, Miami, FL

State of Florida Certified Firefighter – 1989

Broward Fire Academy, Davie, FL