

# TERRANCE D. HOLMES

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## STATE OF FLORIDA CERTIFIED FIRE LIEUTENANT & PARAMEDIC

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### WORK EXPERIENCE

**Jacksonville Fire and Rescue Department (JFRD)** Jacksonville, FL

Dec 2023 – Present

***Deputy Division Chief of Administrative Service***

- Oversaw operational management and maintenance of 70+ fire stations, ensuring all facilities remained safe, efficient, and well-maintained.
- Collaborated with Public Works and Public Buildings departments to implement sustainable solutions and reduce waste while maintaining high facility standards.
- Assisted in identifying, budgeting, and prioritizing major repairs and capital projects for inclusion in the Capital Improvement Plan.
- Managed renovation funds under the \$1 million renovation program, ensuring timely and cost-effective execution of projects.
- Worked closely with station captains and field chiefs to identify, document, and resolve infrastructure and apparatus-related issues.
- Supervised compliance with State of Florida mandates through oversight of monthly station inspection form completion.
- Evaluated, documented, and tracked all apparatus and equipment assigned to the Administrative Services Division, supporting operational readiness and accountability.

**Jacksonville Fire and Rescue Department (JFRD)** Jacksonville, FL

March 2010 – Dec 2023

***Firefighter-Engineer-Fire Lieutenant: Suppression #11826***

- Responsible for the training, effectiveness, discipline, values, and safety of all firefighters within my command through the dissemination and promulgation of drills, admin and literary instructions, and exercise simulations of real time fire emergencies.
- Ensured that divergent medical treatment was readily available during all emergency operations as well as critical incidents for the department's stress debriefing teams.
- Prepared and analyzed written reports on emergency incidents, status of conditions, hazards, and risks, for submission to the incident commander (IC).
- Managed department's administrative reports and promulgated citations for fire code violations that could potentially be found during inspections.
- Often called upon as an incident witness to testify in court when violations occurred.

- Communicated with the (IC) for all additional safety support for the fire division, as well as any requested communication to divergent departments, and fire chiefs.
- Daily scope of duty included the assessment of traffic hazards and apparatus placement, transportation of fire vehicles, monitoring of radio transmission, testing and exercise of department's fire equipment, and the recommendation for action change or continued use of equipment across various departments.
- Appointed subject matter expert for technical assessments and responsible for creating after action reports for debrief to the chain of command and fire department's leadership.

**Mayo Clinic, Jacksonville, FL**

***Paramedic- Emergency Department***

June 2018 – August 2021

- Admitted and registered incoming patients within the ER, Outpatient and Inpatient sectors of the hospital.
- Facilitated Triages and EKGs between ER patients, emergency rescues and hospital medical staff.
- Responsible for the update of hospital patients' medical records, co-pays and insurance claims.
- Undertook process-improvement projects to enhance existing workflows and increase patient access.
- Collaborated with internal departments such as Management Engineering and Internal Consulting, Revenue Cycle and Finance to develop and present solutions for practice administrators, operation managers and physician leadership.
- Collected, reviewed, discussed, and documented demographic, insurance, and financial information with patients and payers for the Mayo Clinic Enterprise- including the Arizona, Jacksonville and Rochester campuses.
- Made independent decisions utilizing analytical data, reasoning and problem-solving skills to interpret and communicate Mayo Clinic's policies regarding medical and financial aspects of patient care to obtain optimal reimbursement for both patients and the enterprise.

**EDUCATION**

**Columbia Southern University**

2025

Bachelors of Fire Science and Fire Administration

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**STATE OF FLORIDA & NATIONAL CERTIFICATIONS**

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- State of Florida Fire Inspector
- Urban Search and Rescue Technician (Trained)
- Wildland/Deployable FFCA Qualified

- Wildland/Florida Fire Behavior
- Wildland L-180/Human Factors on the Fire Line
- Wildland S-130/Firefighter Training
- Wildland S-190/ Intro to Wildland Fire Behavior
- PSFC Fire Officer III
- Paramedic (State of Florida)
- NIMS G300 Incident Command System, Intermediate
- NIMS IS100 Introduction to Incident Command System
- NIMS IS200 Incident Command for Initial Response
- NIMS IS700 An Introduction to NIMS