




ORANGE COUNTY MAYOR

Jerry L. Demings

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June 22, 2023

TO: Commissioner Nicole Wilson, District 1
Commissioner Christine Moore, District 2
Commissioner Mayra Uribe, District 3
Commissioner Maribel Gomez Cordero, District 4
Commissioner Emily Bonilla, District 5
Commissioner Michael "Mike" Scott, District 6

FROM: Mayor Jerry L. Demings 

SUBJECT: Managerial Appointment – Fire Rescue Department
Division Chiefs – Operations and Planning & Technical Services
CONSENT AGENDA ITEM – July 11, 2023

This memo aims to confirm my managerial appointments of Martis Mack as the Division Chief of Operations and Kimberly Buffkin as the Division Chief of Planning & Technical Services for the Fire Rescue Department.

Operations Division

The Operations Division supervises nearly 1300 certified firefighters, paramedics, and emergency medical technicians, managing emergency and non-emergency duties. They are responsible for responding to fire suppression, medical, hazmat, and technical rescue incidents. The Division Chief of Operations provides policy oversight to firefighters stationed at 44 fire station locations across seven battalions.

Chief Mack has been a part of Orange County Fire Rescue for almost 19 years. He has taken on various positions and worked up to the rank of Assistant Chief, Shift Commander, in 2020. For the past year, he has been serving as the Acting Division Chief of Operations. In addition to his operational duties, he has played a vital role in contributions to Recruit Training, Command School, and Response Coordination for the UCF Football Stadium Fire Response Program. Most recently, he spearheaded planning a 2023 Full-Scale Multi-Discipline Active Shooter Exercise.

Chief Mack graduated Magna Cum Laude from Columbia Southern University with a bachelor of science degree in Occupational Safety and Health/Fire Science.

Planning & Technical Services Division

The Planning Division is crucial in managing data that help the department make informed decisions about growth and planning compliance, including Accreditation and Public Protection Classification – ISO Rating. The division also oversees the administrative direction of the Office of the Fire Marshal. It serves as the department consultant on matters concerning the configuration of the 9-1-1 communications-aided- dispatch system.

Managerial Appointment – Fire Rescue Department
Division Chiefs – Operations and Planning & Technical Services
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Chief Buffkin has been a dedicated member of Orange County Fire Rescue for more than 20 years. She has held various positions, progressing to the role of Assistant Chief, Shift Commander, in 2020. For the past year, she has served as the Acting Division Chief of Planning & Technical Services. In addition to her operational background, she has fulfilled several administrative roles throughout her tenure, including overseeing the Emergency Medical Services Section and Behavioral Health Program.

Chief Buffkin holds a Master's in Homeland Security from the Naval Postgraduate School and a bachelor of science in Interdisciplinary Studies from the University of Central Florida.

Chief Martis Mack and Chief Kimberly Buffkin's appointments will be effective the first full pay period after Board approval at an annual salary of \$158,080.

ACTION REQUESTED: Confirmation of the Mayor's managerial appointments of Martis Mack as Division Chief, Operations, and Kimberly Buffkin as Division Chief, Planning & Technical Services, Fire Rescue Department

Attachment: Resume

cc: Byron W. Brooks, AICP, County Administrator
Daniel P. Banks., Deputy County Administrator/Director of Public Safety
James M. Fitzgerald, Chief, Fire Rescue Department
Yvette M. Best, EdD, Director, Human Resources Division

MARTIS MACK
Apopka, FL. 32712
Martis.Mack@ocfl.net
407616-5388

Orange County Fire/Rescue Department- Orlando, FL.

Battalion Chief (June 2016 – August 2020)

- Plan, organize, direct, coordinate, and supervise activities of an assigned Battalion which includes the management of personnel, fire prevention and training activities
- Maintain discipline, assure that rules are followed and recommend or take action on personnel matters, including administering disciplinary action
- Mitigate emergencies through responsive and effective management of fire suppression, emergency medical, rescue, hazardous materials, and other man-made and/or natural disasters that pose a threat to public safety

SKILLS

- Training and Development
- Administrative Skills
- Operations Management
- Leadership/communication skills
- Self-motivated
- Ability to plan, manage, install and carry out programs or department operations
- Crisis Management
- Judgement and Decision making

EDUCATION

Columbia Southern University – Orange Beach, AL

- Bachelor of Science Occupational Safety and Health/Fire Science (*Magna Cum Laude*)

Valencia Community College – Orlando, FL.

- Paramedic Certification (2007)

Mid Florida Technical Institute – Orlando, FL.

- Emergency Medical Technician Certification (2004)
- Firefighter Certification (2004)
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ADDITIONAL CERTIFICATIONS

- Fire Instructor III
- FEMA ICS 100, 200, 230, 400, 700, 800
- Recruit Training Officer
- Incident Safety Officer
- Fire Service Course Design
- Emergency Response to Terrorism

REFERENCES AVAILABLE

MARTIS MACK
Apopka, FL. 32712
Martis.Mack@ocfl.net
407616-5388

Professional Summary: Eighteen years of professional management and fire service experience. Extensive experience in fire protection, fire ground operations, emergency medical services, public fire education, personnel management, training, and planning. Passionate commitment to the department and safety of all citizens and visitors of Orange County Florida.

WORK HISTORY

Orange County Fire/Rescue Department- Orlando, FL.

Acting Division Chief Operations (May 2022 - Present)

- Participates in the overall operation and direction of the department in a variety of administrative duties
- Commands, directs, coordinates and provides daily instructions to the Assistant Chiefs and Battalion Chiefs and other employees
- Recommends and implements division goals, objectives, policies and procedures
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; recommends corrective action, investigates incidents and resolves complaints
- Assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies
- Participates in recruitment and selection activities; assists with employee orientation and training
- Builds and maintains a respectful, and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service
- Ensure the annual completion of all minimum training hours required by ISO, is completed by all members
- Evaluates individual, company and multi-company performance
- Responds to major emergencies including but not limited to fires, medical calls, hazardous material emergencies and natural disasters. Assumes various duties in the Incident Management System; Incident Commander and Safety Officer

Orange County Fire/Rescue Department- Orlando, FL.

Assistant Chief Operations (August 2020 – May 2022)

- Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures
- Monitor and observe department activities and personnel to ensure conduct and performance conform to department standards, policies, and procedures
- Monitors daily emergency response performance of operational units
- Directs and enforces department policies and procedures
- Develops goals and objectives/programs to assist in the development of employees
- Responds to emergency incidents and provides incident support & management oversight.
- Participates in Post-Incident critique of Operations and Safety Practices
- Plan, organize and implement department training for fire suppression, heavy rescue operations, driver operator and related topics
- Ensures Company Officers meet departmental performance objectives, and targets; provide developmental and corrective action plans when targets are not met

BUFFKIN, KIMBERLY

SKILLS & ABILITIES Chief Officer with proven experience in Operations and Administration to include Field Operations, EMS and Planning & Technical Services

EXPERIENCE

ORANGE COUNTY FIRE RESCUE

June 2022 – Acting Division Chief, Planning and Technical Services

- Responsible for the Planning Section which provides data analytics that guide policies
- Senior Administrative oversight for the Office of the Fire Marshal

August 2020 – Assistant Chief, Operations

- Shift commander

March 2015 - Acting Assistant Chief of EMS

- Designed, developed and implemented Preceptor Academy
- Secured grant funding for EMS equipment and training
- Managed EMS Budget

April 2015 - Battalion Chief

- EMS Chief (2 years)
- Operations (3 years)

July 2014 - Captain

- Training Section – Recruit program

May 2013 - Acting Battalion Chief

- Operations and EMS

May 2010 - Lieutenant

Hire Date: June 2003 Firefighter/Paramedic

I have participated in many special projects throughout my tenure with Orange County Fire Rescue. I worked as a dispatcher while on light duty during my pregnancies. I have sat on numerous committees helping move OCFRD forward. As Acting Battalion Chief of EMS I was exposed early to budgeting. Also, while in EMS, I managed the RFP process to procure a new EMS reporting software. These opportunities allowed me to work closely with Chief Officers across all of Central Florida as well as within the hospital systems. As a result I have developed internal and external relationships that will enable me to serve Orange County well.

EDUCATION

Master of Arts, Security Studies, Naval Postgraduate School

Bachelor of Science, Interdisciplinary Studies, University of Central Florida

COMMUNITY SERVICE

Committee Chair, Boy Scouts of America.