



**TAKE NOTICE THAT A REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 4:00 PM ON
TUESDAY, JANUARY 30, 2018**

If during the course of the meeting, the Civil Service Commission should determine that a closed or executive session of the commission is required, then such closed or executive session or meeting is authorized by Section 551.071 to 551.084 of the Texas Government Code. Notice of closed or executive session will be given after the commencement of the meeting covered by this notice.

Should any final action, decision or vote be required in the opinion of the Civil Service Commission with regard to any item discussed during the closed meeting, then such final action, decision or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.102 Government Code V.T.C.S.

In compliance with Section 551.041 et seq. of the Texas Government Code V.T.C.S. (Open Meetings Act), notice is hereby given that the Civil Service Commission will meet at the time and place indicated to consider and act upon the following:

1. Call meeting to order.
2. Roll call and possible action, if any, excusing any absent member of the Civil Service Commission.
3. **PUBLIC COMMENTS:** *(Ordinance No. O-2015-28) A registered speaker may speak on several items or topics of public concern; however a speaker may not exceed three (3) minutes as a whole when addressing the board. A registered speaker may not donate time to another speaker. No more than five (5) registered persons may speak at a scheduled meeting. A sign-in form must be filled out prior to the meeting to allow the registered speaker to address the commission*

4. Regular Agenda - Open Session:

A) Approval of minutes for November 27, 2017.

B) Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Lieutenant for the Fire Department on Friday, January 19, 2018. (HR)

AGENDA REGULAR MEETING
January 30, 2018

C) Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer for the Fire Department on Friday, January 19, 2018. (HR)

D) Consideration and action, if any, approving and accepting the Eligibility List from the Promotional Exam Administered on Friday, January 19, 2018 for Engineer for the Fire Department. (HR)

E) Consideration and possible action regarding Police Chief Jose Luengo's request under the Texas Local Government Code 143.081 for consideration of Lt. Abram Robles' fitness for duty. (HR)

5. Administrative reports:

6. Civil Service Comments:

7. Civil Service Directors report:

8. EXECUTIVE SESSION: *In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in executive session to discuss the items listed on the public portion of the meeting agenda, including item(s) 3-9 in accordance with the following below:*

Pursuant to Section 551.071, the City may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the City may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the City may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the City may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

9. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in executive session:

10. Adjournment:

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Civil Service Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 25th day of January, 2018 at 4:00 pm. and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 25th day of January, 2018



HILDA PEDRAZA, TRMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
MONDAY, NOVEMBER 27, 2017

A meeting of the Civil Service Commission was held Monday, November 27, 2017. Chairperson Dolores Rodriguez called the meeting to order at 4:00 pm, at the Commissioner's Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
 Vice-Chairperson, Mario Lizcano

STAFF PRESENT: Civil Service / HR Director, Anali Alanis
 Civil Service / HR Coordinator, Bea Fuentes
 Fire Chief, Lenny Perez
 Interim Police Chief Joe Luengo
 City Manager Juan Guerra
 Deputy City Manager Ed Wylie
 Civil Service Attorney Rick Navarro

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

**ITEM 1(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF
ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION**

Board Member Vittorio Puente – Absent / Excused
Roll call established a quorum.

ITEM 2 PUBLIC COMMENTS

Dr. Kenneth C. Fletcher resides at 504 S. Diplomat.
Regarding the noise problem at Costco, would like to offer his volunteer service to assist Police and Fire to monitor this problem closer.

**ITEM 3(a) CONSIDERATION AND ACTION, IF ANY, ON MINUTES FOR AUGUST 31,
2017.**

Chairperson Rodriguez moved to approve minutes as submitted. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

ITEM 3(b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER ON SATURDAY, OCTOBER 28, 2017.

Vice-Chairperson Lizcano moved to approve item. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3(c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER ON SATURDAY, OCTOBER 28, 2017.

Vice-Chairperson Lizcano moved to approve item as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3(d) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT ON THURSDAY, NOVEMBER 9, 2017.

Vice-Chairperson Lizcano asked if all those testing are being provided with everything they need in order to pass.

Director Anali Alanis confirmed that a reading list and all the material is provided to all in preparation for the exams.

Vice-Chairperson Lizcano moved to approve item as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3(e) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT ON THURSDAY, NOVEMBER 9, 2017.

Vice-Chairperson Lizcano moved to approve item as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 4 ADMINISTRATIVE REPORTS

Interim Police Chief Luengo reported the upcoming Blood and Blue Santa Drives. He reported that (3) individuals have passed the Sergeant Exam and has also appointed (2) new Interim Assistant Chief's, Ed Chavez for Administrative Services and Miguel Yerena for Uniform Division.

Mr. Lizcano requests workshop at PD and notices on exams for Commission participation so that they may relay information to Community.

Mrs. Alanis will advise and coordinate on future workshop as requested.

Chief Luengo reported on physical fitness test, 129 scheduled to test and 122 passed and 5 did not participate due to absence or injury and 2 are scheduled for retest = 96% passing rate.

Mr. Lizcano agrees it is very important and we should continue to support our public servants with a wellness program and that it is imposed to make sure our citizens are well protected. His question is if this is a required program for all cities or a local department policy.

Chief Luengo reported that a policy draft has been submitted for review for future implementation.

Fire Chief Perez reported 100 meals were provided for Thanksgiving to families in need. Promotional exams for Lieutenant and Engineer are scheduled for January 19, 2018. The Fire department has started a new puppet program for fire safety, schools and kids are giving positive feedback, and it has been successful. This year the fire department has done 80 presentations and have contacted 13,358 citizens with the fire prevention program. Fire hydrants are being inspected and hoses are being tested to make sure they are all operational and up to specs. Fire department will be hosting a blood drive on December 4, 2017.

Mr. Lizcano would like an update on the renovations or remodeling for stations and would like to know if we are meeting the firefighter needs by reevaluating equipment and stations on a quarterly or annual basis and asks if EMS is being housed at the fire department. Mr. Lizcano would also like to inquire on who monitors and oversees the Ambulance service if they are not at the stations.

Chief Perez reported that the fire department does spot checks where discrepancies have been addressed and corrected.

Mr. Lizcano has requested that Mrs. Alanis can find out about the Ambulance service and support and how we can better serve our community by having a direct link with our EMS services and Fire department.

ITEM 5 CIVIL SERVICE COMMENTS

Mr. Lizcano would like to thank the personnel, especially those on the frontline offering protection to our life and property.

Mrs. Rodriguez would like to welcome both Interim Chief of Police Luengo, Interim Asst. Chief's Chavez and Yerena.

ITEM 6 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis reported the Fire promotional exam for Lieutenant and Engineer scheduled for January 19, 2019 and again welcomed Interim Police Chief Luengo and Asst. Chief's Chavez and Yerena.

Mr. Lizcano is requesting monthly meetings be scheduled as opposed to on an as needed basis.

- ITEM 7 EXECUTIVE SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE CIVIL SERVICE BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEM(S) 3-8 IN ACCORDANCE WITH THE FOLLOWING PURSUANT TO SECTION 551.071, 551.074, 551.075, 551.076 AND 551.084**

Pursuant to Section 551.071, the City may convene in a closed, non-public meeting with its attorney and discuss any matters related to legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

The time being 4:30 pm, Chairperson Rodriguez stated the commission would be entering a closed session.

- ITEM 8 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.**

The time being 4:47 pm, Chairperson stated the commission would be resuming the open meeting.

No Action

- ITEM 10 ADJOURNMENT**

There being no further business to come before, Vice-Chairperson Lizcano **moved** to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 4:48 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.B.

DATE SUBMITTED: January 24, 2018

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Lieutenant for the Fire Department on Friday, January 19, 2018.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Lieutenant for the Fire Department on Friday, January 19, 2018.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes
Anali Alanis

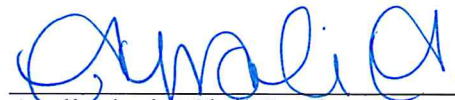
Created/Initiated - 01/24/2018
New -



OFFICE OF THE CIVIL SERVICE DIRECTOR
118 SOUTH CAGE, 2ND FLOOR
PHARR, TEXAS 78577
402-4150 EXT. 1101
RESULTS
PROMOTIONAL EXAM
LIEUTENANT
FIRE DEPARTMENT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 6342	69	69
2. 3637	67	67
3. 4000	67	67
4. 0847	64	64
5. 8790	59	59
6. 3026	55	55

This is a result of the promotional exam administered Friday, January 19, 2018 for the rank of Lieutenant in the fire department.


Anali Alanis, Civil Service Director

POSTED: JANUARY 19, 2018



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.C.

DATE SUBMITTED: January 24, 2018

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer for the Fire Department on Friday, January 19, 2018.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: Consideration and action, if any, approving and accepting the Raw and Final Scores from the Promotional Exam Administered for Engineer for the Fire Department on Friday, January 19, 2018.

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes
Anali Alanis

Created/Initiated - 01/24/2018
New -



OFFICE OF THE CIVIL SERVICE DIRECTOR
118 SOUTH CAGE, 2ND FLOOR
PHARR, TEXAS 78577
402-4150 EXT. 1101
RESULTS
PROMOTIONAL EXAM
ENGINEER/FIRE INSPECTOR
FIRE DEPARTMENT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 0518	72	82
2. 4817	74	77
3. 5772	67	67
4. 1552	57	57
5. 7303	56	56
6. 4593	55	55
7. 2946	53	53
8. 6478	52	52
9. 7898	52	52
10. 6943	52	52
11. 1435	50	50
12. 1425	49	49
13. 8454	49	49
14. 2621	46	46
15. 6542	45	45
16. 4610	45	45
17. 8756	44	44
18. 6041	44	44
19. 0704	44	44
20. 6647	44	44
21. 5564	41	41
22. 5317	41	41
23. 4032	40	40
24. 4177	39	39

This is a result of the promotional exam administered Friday, January 19, 2018 for the rank of Engineer/Fire Inspector in the fire department.


Anali Alanis, Civil Service Director:

POSTED: JANUARY 19, 2018



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.D.

DATE SUBMITTED: January 24, 2018

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, approving and accepting the Eligibility List from the Promotional Exam Administered on Friday, January 19, 2018 for Engineer for the Fire Department.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: N/A

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 01/24/2018

Anali Alanis

New -



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
JANUARY 30, 2018**

1. CARLOS CABELLO
2. IVAN GARCIA

The eligibility list created for the rank of Engineer from the promotional exam held Friday, January 19, 2018 will remain in effect for a period of one year from test date or until exhausted, whichever come first.

Anali Alanis, Civil Service Director



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.E.

DATE SUBMITTED: January 24, 2018

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and possible action regarding Police Chief Jose Luengo's request under the Texas Local Government Code 143.081 for consideration of Lt. Abram Robles' fitness for duty.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue:

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 01/24/2018

Anali Alanis

New -



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #:

DATE SUBMITTED:

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Pursuant to Section 551.071, the City may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

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Exclude Material from Public Packet? No

Reason:

Issue:

Financial Consideration:

Staff Recommendation:

Alternatives:

ROUTING:

Beatriz Fuentes

Patricia Rigney

Karla Moya

City Management Office

Created -



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #:

DATE SUBMITTED:

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Pursuant to Section 551.074, the City may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

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Exclude Material from Public Packet? No

Reason:

Issue:

Financial Consideration:

Staff Recommendation:

Alternatives:

ROUTING:

Beatriz Fuentes

Patricia Rigney

Karla Moya

City Management Office

Created -



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #:

DATE SUBMITTED:

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Pursuant to Section 551.076, the City may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices**. The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue:

Financial Consideration:

Staff Recommendation:

Alternatives:

ROUTING:

Beatriz Fuentes

Patricia Rigney

Karla Moya

City Management Office

Created -



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #:

DATE SUBMITTED:

MEETING DATE: January 30, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Pursuant to Section 551.084, the City may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

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Issue:

Financial Consideration:

Staff Recommendation:

Alternatives:

ROUTING:

Beatriz Fuentes

Patricia Rigney

Karla Moya

City Management Office

Created -