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 EXECUTUVE 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.

Dolores T. Rodriguez
Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente