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
THURSDAY, AUGUST 31, 2017

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 May 22, 2017

B) Consideration and action, if any, approving and accepting the raw and final scores from the entry level exam administered for Firefighter on Saturday, August 12, 2017. (HR)

C) Consideration and action, if any, approving and accepting the eligibility list from the entry level exam administered for Firefighter on Saturday, August 12, 2017. (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 August 2017 at 4:00pm 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 August 2017

CITY OF PHARR PHARR TEXAS

HILDA PEDRAZA, TRMC
CITY CLERK

AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.A.
DATE SUBMITTED: August 24, 2017
MEETING DATE: August 31, 2017

FROM: Hilda Pedraza, City Clerk

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Approval of minutes for May 22, 2017

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: Staff recommends approval of minutes as submitted.

Alternatives: N/A

ROUTING:

Hilda Pedraza	Created/Initiated - 08/24/2017
Anali Alanis	Final Approval - 08/24/2017

MINUTES
CIVIL SERVICE COMMISSION
MONDAY, MAY 22, 2017

A meeting of the Civil Service Commission was held Monday, May 22, 2017. Chairperson Dolores Rodriguez called the meeting to order at 3:00 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
Chief of Police, Ruben Villescas
Chief of Fire, Lenny Perez

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

ITEM 2 ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Roll call established a quorum.

ITEM 3 CONSIDERATION AND ACTION, IF ANY, ON MINUTES FOR SEPTEMBER 22, 2016

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

ITEM 4 PUBLIC COMMENTS

No Comments

ITEM 5 CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED ON MAY 2, 2017 FOR SERGEANT IN THE POLICE DEPARTMENT.

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

ITEM 6 CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE CERTIFIED ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED ON MAY 2, 2017 FOR SERGEANT IN THE POLICE DEPARTMENT.

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

ITEM 7 ADMINISTRATIVE REPORTS

Police Chief Villescas introduced Promoted Officer Michael Rodriguez to the Commission, he is a former Marine and is honored to serve the City of Pharr. Chief Villescas also invited the members to the scheduled promotional ceremony. He also reported that Fitness Assessments were scheduled for existing officers for the week of May 30. He also mentioned that all uniformed officers are carrying body cameras and that soon enough thru a grant, all Investigating personnel will too have body cams.The current eligibility list for PD has been exhausted; however (3) vacancies remain due to resignations. The process will begin using the same list, however now considering Non-certified candidates from the list who will be eligible to attend the Police Academy. Currently 4 cadets attending the Police Academy at STC will be graduating on June 22, 2017.

Fire Chief Perez reported that 18 personnel from Fire department completed an EMT Course and are now eligible to take the national registry test which will allow these individuals to provide more medical attention to the civilians of Pharr. The Fire department has received new SCBA's (self-contained breathing apparatus) as well as individual masks for all firefighters, reducing cross contamination and the spreading of illnesses.

ITEM 8 CIVIL SERVICE COMMENTS

None

ITEM 9 CIVIL SERVICE DIRECTORS REPORT

Director Alanis reported the launching of the City of Pharr's employee of the month program and recognized Firefighter Jose Perez as the first employee selected to receive the award. Mrs. Alanis also reported that the fire department lost 2 Fire Inspectors a few months ago and that the current Collective Bargaining Agreement states that as those positions become available, they must be replaced with Civil Service Personnel. 2 promotional exams have been scheduled to fill these vacancies and Fire personnel did not pass either exam. Vacancies will be filled with assigned civil service personnel as stated in CBA.

ITEM 10 <u>EXECUTIVE SESSION</u>: 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

None

ITEM 11 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTUVE SESSION.

None

ITEM 12 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano **<u>moved</u>** to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 3:11 pm.

_____
Chairperson Dolores Rodriguez

_____
Vice-Chairperson Mario Lizcano

_____
Board Member Vittorio Puente

AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.B.
DATE SUBMITTED: August 24, 2017
MEETING DATE: August 31, 2017

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR:

Agenda Item: Consideration and action, if any, approving and accepting the raw and final scores from the entry level exam administered for Firefighter on Saturday, August 12, 2017.

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: Recommendation for approval

Alternatives: N/A

ROUTING:

Beatriz Fuentes	Created/Initiated - 08/24/2017
Anali Alanis	Final Approval - 08/24/2017

Pharr, TX - NFSI
August 12, 2017

	ID / Soc.	Raw Score	Final Score			ID / Soc.	Raw Score	Final Score
1	9830	93.09	93.09		38	9330	71.12	71.12
2	9480	92.51	92.51		39	3930	71.11	71.11
3	9681	92.50	92.50		40	8597	71.07	71.07
4	6488	91.92	91.92		41	3606	70.93	70.93
5	8350	91.71	91.71		42	8488	69.94	69.94
6	2830	90.33	90.33		43	4385	69.76	69.76
7	7351	88.62	88.62		44	2779	69.71	69.71
8	3370	88.34	88.34		45	3919	69.55	69.55
9	7082	88.31	88.31		46	9645	69.51	69.51
10	2114	88.12	88.12		47	9744	69.08	69.08
11	4627	87.93	87.93		48	7946	68.95	68.95
12	7086	85.91	85.91		49	4130	68.91	68.91
13	6290	80.83	85.83		50	6488	68.69	68.69
14	6493	85.57	85.57		51	7876	68.12	68.12
15	5132	84.79	84.79		52	8739	66.71	66.71
16	7784	84.34	84.34		53	5171	65.98	65.98
17	1617	83.37	83.37		54	7943	65.78	65.78
18	2417	82.21	82.21		55	0890	64.97	64.97
19	5673	81.01	81.01		56	0060	64.54	64.54
20	9488	80.79	80.79		57	1408	64.36	64.36
21	1765	80.79	80.79		58	5239	63.35	63.35
22	8341	80.58	80.58		59	5169	62.78	62.78
23	8193	79.98	79.98		60	2603	62.33	62.33
24	9959	79.02	79.02		61	1532	61.19	61.19
25	5881	78.78	78.78		62	3902	60.41	60.41
26	4981	78.63	78.63		63	0588	60.02	60.02
27	4877	77.25	77.25		64	3801	59.54	59.54
28	4008	77.01	77.01		65	1043	56.81	56.81
29	6058	76.68	76.68		66	4725	56.68	56.68
30	7054	76.28	76.28		67	9105	56.64	56.64
31	0110	76.28	76.28		68	7439	55.66	55.66
32	9367	75.84	75.84		69	7828	54.89	54.89
33	9468	74.45	74.45		70	3353	51.36	51.36
34	8545	73.13	73.13		71	4630	51.31	51.31
35	3188	72.93	72.93		72	2421	50.92	50.92
36	9122	71.73	71.73		73	6140	50.16	50.16
37	9611	71.49	71.49		74	1741	49.57	49.57

This is a result of the entry-level exam administered Saturday, August 12, 2017 for firefighter in the fire department.

Anali Alanis, Civil Service Director

AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.C.
DATE SUBMITTED: August 24, 2017
MEETING DATE: August 31, 2017

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 entry level exam administered for Firefighter on Saturday, August 12, 2017.

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 - 08/24/2017
Anali Alanis	Final Approval - 08/24/2017

	Last Name	First Name	M.
1	ROJAS	MICKEY	L
2	HUNTPARKER	JACOB	K
3	SAENZ	ESEQUIEL	
4	LOPEZ	JESUS	
5	GARCIA	MARTIN	R
6	SILVA	GUADALUP	
7	DORIA	JANEL	D
8	HERNANDEZ	MARTIN	
9	HERRERA	IVAN	
10	CRUZ	CASSANDR	L
11	GARCIA	GUILLERM	
12	BARCO	ADRIAN	O
13	RHODES	MATTHEW	R
14	NAVARRO	MARIO	A
15	BERNAL	FELIX	
16	LUCIA	LUCAS	M
17	PONCE	REYNALDO	
18	RODRIGUEZ	RUBEN	J
19	PALOMIN	JUAN	
20	DOMINGUEZ	RICARDO	
21	CAVAZOS	CARLOS	
22	SANTAANA	VICTOR	F
23	ESPINOZA	MICHAEL	A
24	RAMIREZ	JUAN	J
25	REYES	MARK	A
26	ARJONA	ZEFERINO	
27	NAJERA	RANDY	
28	GONZALES	STEVEN	R
29	ESTRADA	DAVID	S
30	HERNANDEZ	ALISSA	
31	MORENO	GILBERTO	A
32	PEDRAZA	ADALIA	
33	GARZA	DAVID	J
34	SEGOVIA	CESAR	D
35	SALINAS	RUBEN	R
36	GARCIA	RUBEN	R
37	RILEY	JONAH	W
38	LOPEZ	NOE	R
39	GARCIA	DINA	M
40	BALDERAS	RICARDO	
41	LOPEZ	EDGAR	

The eligibility list created for the rank of Firefighter from the entry level exam held Saturday, August 12, 2017 will remain in effect for a period of (1) one year or until Exhausted, whichever date comes first.

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION ON AUG. 31, 2017

POSTED: FRIDAY, SEPTEMBER 1, 2017