



**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, MARCH 27, 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 on the excusing of 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 January 30, 2018.

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 Wednesday, February 28, 2018. (HR)

C) Consideration and Action, if any, approving and accepting the Eligibility List from the Promotional Exam Administered for Lieutenant for the Fire Department on Wednesday, February 28, 2018. (HR)

5. Administrative reports.

6. Civil Service Comments.

7. Civil Service Directors report:

8. CLOSED 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 closed session to discuss the items listed on the public portion of the meeting agenda, in accordance with the following below:*

Pursuant to Section 551.071, the Commission 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 Commission 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 Commission 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 closed 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 23rd day of March 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 23rd day of March 2018




for HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, JANUARY 30, 2018

A meeting of the Civil Service Commission was held Tuesday, January 30, 2018. 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
Board Member, Vittorio Puente

STAFF PRESENT:

Civil Service / HR Director, Anali Alanis
Civil Service / HR Coordinator, Bea Fuentes
Fire Chief, Lenny Perez
Interim Police Chief Jose Luengo
Deputy City Manager Ed Wylie
City Attorney Patricia Rigney
Civil Service Attorney Alan Ozuna
Civil Service Attorney Rebecca Hayward

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 PUBLIC COMMENTS

Dr. Kenneth C. Fletcher resides at 504 S. Diplomat.

Mr. Fletcher would like to say Thank you to FD and PD for all that they do and to remind everybody that they are taxpayers and paying the budget. Would like to remind everybody that works for the City about "official oppression" which is legally defined as intentional denial of any right or privilege knowingly refraining from a duty and pose by law on a person that works for the City. If anybody that works for the City is being told not to do something that's your job, you're being "officially oppressed" too. Mr. Fletcher would like to know who holds the title of Traffic Safety Officer. This has been brought up at the City Commission Meeting, it is on the City Charter, but still do not have a firm answer who the individual is, and he has several issues that need to be reported to that person. Dr. Fletcher has every legal recognized right to express his opinions, good or bad about the City especially when a taxpayer paying for the services. That especially applies to Developmental Services where his privilege is denied public hearing.

CIVIL SERVICE COMMISSION
January 30, 2018

ITEM 4(a) CONSIDERATION AND ACTION, IF ANY, ON MINUTES FOR NOVEMBER 27, 2017.

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

ITEM 4(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.

Mrs. Anali Alanis advised that Members packets will show the scores of 6 that tested and unfortunately no one passed the exam. Re-test date Feb.28, 2018.

Mr. Lizcano would like to know the efforts taken when individuals do not pass the exam, to ensure that we are providing the ample information needed for the people that are testing.

Mrs. Alanis informed that promotional exams are self-study, the reading material is provided by City of Pharr Civil Service; however at the own pace of the employee.

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

ITEM 4(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.

Mrs. Alanis advised that Members packets will show the scores of 24 that tested and 2 passed the exam.

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

ITEM 4(d) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON FRIDAY, JANUARY 19, 2018.

Mrs. Alanis advised that Members packets will show the names of the 2 applicants that passed the exam.

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

ITEM 4(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.

Atty. Rebecca Hayward provided the Commission with documents referring to Lt. Robles fit for duty issue at hand. The statute under Civil Service 143.081 governs and outlines the procedures and steps to move forward when there is an issue of whether a firefighter or police officer may not be fit for duty. Step 1 has been followed, Lt. Robles has gone to his personal physician and provided a report which has been provided to the Commission. Under 143.081, if the department head or the Commission and or the firefighter or police officer has a question, as to the medical report from step 1, the Commission is addressed and asked to proceed to step 2, which is that Mr. Robles goes to see another physician that the City has chosen to get a 2nd opinion. Proposed order has been provided to the City Attorney Patricia Rigney and Civil Service Attorney Alan Ozuna. Requesting to authorize Chief Luengo to proceed with step 2.

Vice-Chairperson Lizcano requested to meet in executive session to further discuss.

Mrs. Alanis advised step 2 should be done within 30 days.

Board Member Puente moved to approve item. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 5 ADMINISTRATIVE REPORTS

Fire Chief Perez informed the Commission on the posting of the Lieutenant test date, 2 new Engineers will be sent to their physicals soon and promoted in a couple of weeks. 6 new AED's have been purchased thru CDBG grant. New (Adult, Child and Infant) mannequins have been purchased for CPR training and firefighters have gone thru training to utilize them. Mannequins will be made available for any citizen needing CPR training. Ground breaking ceremony for Station #4 is scheduled for February 15th. Agility testing to be held this month, Commission is invited.

Mr. Lizcano continues to ask how the ambulance service is being monitored, in any contractual agreement we need to make sure that training and support and the knowhow of where they are at, because of specific ambulances that are needed to be placed inside the City. Mr. Lizcano would like to know if there is an ambulance board being put together, so that they can monitor them or will they only be getting spot checked? Ambulance service stated they would be reimbursing the City for the calls being placed, is there a set amount that is being utilized for the ambulance service already and has the City been paid back?

Chief Perez confirmed that the City has been receiving checks from the Ambulance service for every transport that they do.

CIVIL SERVICE COMMISSION
January 30, 2018

Mr. Lizcano stated that previous request had been made for the Commission to have more involvement in the construction of the new fire station if not to input to review. Wants to ensure that the firefighter have the necessary space and privacy needed.

Chief Perez assures the Commission that all input regarding the construction of the station has come directly from the firefighters.

Interim Police Chief Luengo reported 1 opening for Sergeant at the PD, testing to be done in the next 90 days. Processing the eligibility list for the 6-9 peace officer vacancies, going certified officer preferred. 3 officers have been certified as K9 officers. 3 new investigators have been appointed and filling in slots on the SWAT team. Appointing of new training coordinator to take place in the near future.

ITEM 6 CIVIL SERVICE COMMENTS

Mr. Lizcano would like to make a recommendation to develop an ambulance board.

ITEM 7 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis announced the promotional exams previously mentioned, Lieutenant for FD on February 28, 2018 and Sergeant for PD on April 12, 2018. PD continues with the entry level eligibility list for peace officer, currently at applicant 36. Vacancies were created thru a Grant received.

Mr. Lizcano is requesting to view exit interview comments regarding reasons for leaving City of Pharr employment.

ITEM 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) 3-8 IN ACCORDANCE WITH THE FOLLOWING PURSUANT TO SECTION 551.071, 551.074, 551.075, 551.076 AND 551.084

The time being 4:11 pm, Chairperson Rodriguez stated the commission would be entering a closed session.

ITEM 9 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.

The time being 4:33 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 Board Member Puente and when put to a vote the motion carried unanimously. Meeting adjourned at 4:52 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.B.

DATE SUBMITTED: March 21, 2018

MEETING DATE: March 27, 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 Wednesday, February 28, 2018.

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 - 03/21/2018

Anali Alanis

Final Approval - 03/22/2018



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	79	88
2.	4000	75	85
3.	0847	73	83
4.	3637	75	83
5.	8790	71	81
6.	0033	65	65
7.	9162	63	63

This is a result of the promotional exam administered Wednesday, February 28, 2018 for the rank of Lieutenant in the fire department.


Anali Alanis, Civil Service Director

POSTED: FEBRUARY 28, 2018



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 4.C.

DATE SUBMITTED: March 21, 2018

MEETING DATE: March 27, 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 for Lieutenant for the Fire Department on Wednesday, February 28, 2018.

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: N/A

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 03/21/2018

Anali Alanis

Final Approval - 03/22/2018



**ELIGIBILITY LIST
PROMOTIONAL EXAM
LIEUTENANT
FIRE DEPARTMENT
FEBRUARY 28, 2018**

1. KRYSTLE GUERRA
2. ESTEBAN GONZALEZ JR.
3. ALBERT GONZALEZ
4. LIONEL LOPEZ
5. JOSE M. NAVARRO

The eligibility list created for the rank of Lieutenant from the promotional exam held Wednesday, February 28, 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 #: 8.A.

DATE SUBMITTED: March 21, 2018

MEETING DATE: March 27, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

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.

Classification: Closed Session

(* 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

Created/Initiated - 03/21/2018