



**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 2:00 PM ON
TUESDAY, MAY 29, 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 TO ORDER:

A) Roll call and possible action on the excusing of any absent member of the governing body.

2. 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*

3. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, March 27, 2018.

B) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Sergeant for PD on Thursday, April 12, 2018. (HR)

C) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Engineer for FD on Thursday, April 26, 2018. (HR)

D) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Engineer for FD on Thursday, April 26, 2018. (HR)

4. ADMINISTRATIVE REPORTS.

5. CIVIL SERVICE COMMENTS.

6. CIVIL SERVICE DIRECTORS REPORTS.

7. 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 Commission 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.

8. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session.

9. 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 May 2018 at 4:30 p.m. 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 May 2018

HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, MARCH 27, 2018

A meeting of the Civil Service Commission was held Tuesday, March 27, 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
 City Manager, Juan Guerra

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

Mr. Crisanto Garcia resides in Pharr. He is concerned regarding all the dirt that is being directed towards his home and how it may affect his health. He has been addressing this issue for approximately 3 years now. Mr. Garcia is also concerned about the appointing of Judges, he would like to find out what needs to be done to have Judges voted into position rather than appointed. He is also concerned about City Employees getting overpaid with taxpayer monies and would like to see adjustments made.

KC Fletcher resides at 504 S. Diplomat, he has been trying to live in peace but finds it noisy. This issue has been going on for 6 years now and has tried working with Pharr FD and PD. He has suggested cross-training responders regarding the laws and ordinances. He has invested approximately \$700 in \$0.10 pages regarding ordinances and can assure that he is not going to advise an officer that he has observed an infraction and the officer just drives away. If the officer is not going to be part of the solution they are part of the problem. Respectfully wants to share his knowledge. It has been over a month since he has gone thru the process of writing down his complaint, hand delivering, getting it logged in and still to his knowledge no markings on the Costco fire lane. Wants to work

CIVIL SERVICE COMMISSION
Tuesday, March 27, 2018

with the City of Pharr, because he is part of the City of Pharr, but the FD and PD need to work with the citizens too. Without the citizens input it is hard to police a community. Some good things about the Police dept., he recommends if they are employed over 3 years and a good person at your job you should be compensated with a little bonus because it is very easy to get all the needed certifications paid for by the taxpayers and then find employment elsewhere.

ITEM 4(a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR JANUARY 30, 2018.

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 THEY FIRE DEPARTMENT ON WEDNESDAY, FEBRUARY 28, 2018.

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(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.

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

ITEM 5 ADMINISTRATIVE REPORTS

FD Fire Chief Perez announced that Station 4 has begun with construction and should be completed by December and the plans for Station 1 are in review. Recently the FD has hired 1 certified firefighter and in the process of hiring an additional 2. The fire department has been conducting advanced classes as opposed to sending our staff for training in Austin or Corpus at a much lower cost. FD is preparing for Hub Phest on April 7 and will be participating as a department and first aid stations. The Pharr fire department has recently hired their first female Lieutenant Officer.

PD Police Chief Luengo announced JC Aguirre's recent retirement in February after 33 years. PD just recently had a few positions/secondary assignments open up on the Swat Team, Fitness Instructor, Senior Officers and Intoxilizer. These positions give the employee assignment pay and must be interviewed for. PD

CIVIL SERVICE COMMISSION
Tuesday, March 27, 2018

recently hosted the Soccer Team Building event and took 1st place over all the City departments. Recently PD had a few officers replaced/reshuffled in the Community Awareness program, 3 officers returned to patrol and submitted 3 more and too have the first female on the Community Awareness and policing enforcement program. The Pharr PD just completed the certification for paper ball gun certification and currently doing Taser gun re-certification. These are trainings done on a yearly basis. DHR currently had training for the Police department regarding Stroke Awareness. PD is in the process of receiving 10 new 2018 Tahoe Police units.

Board Member Puente questioned if the officers who returned to Patrol from the Community Awareness program were replaced, Chief Luengo specified that officers do not leave the program but are re-assigned to offer the Community oriented program opportunity to all officers. This position is in the process of being designated for a minimum of 3 years to give the employee the opportunity to expand his knowledge to be able to work with the community, be friendly and approachable.

ITEM 6 CIVIL SERVICE COMMENTS

Mr. Lizcano would like to know if the 2nd Fire station being adjacent to the new station will be utilized as storage or a training facility. The concern being the fire apparatus's and their exposer. Perhaps this space can be utilized to cover all apparatus's.

Fire Chief Perez added that the new station will have 108' bays to be able to house the majority of the Fire trucks.

Mr. Lizcano requested to be part of the Taser gun training at PD as well as the FD agility exam and to tour the current PD and FD facilities.

ITEM 7 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis announced the scheduled promotional exams for Sergeant for PD on April 12, 2018 and FD Engineer on April 26, 2018.

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, 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_____, 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 4:29 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: May 23, 2018

MEETING DATE: May 29, 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 Sergeant for PD on Thursday, April 12, 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 - 05/23/2018

Anali Alanis

Final Approval - 05/23/2018



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

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 5664	65	65
2. 7426	64	64
3. 0705	58	58
4. 7915	52	52
5. 4607	51	51
6. 1886	49	49
7. 6782	47	47

This is a result of the promotional exam administered Thursday, April 12, 2018 for the rank of Sergeant in the Police Department.

A handwritten signature in blue ink, reading "Anali A.", written over a horizontal line.

Anali Alanis, Civil Service Director

POSTED: APRIL 13, 2018



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: May 22, 2018

MEETING DATE: May 29, 2018

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 promotional exam administered for Engineer for FD on Thursday, April 26, 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 - 05/22/2018

Anali Alanis

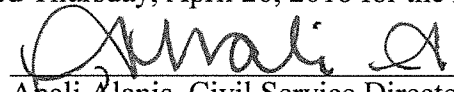
Final Approval - 05/23/2018



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. 5772	77	85
2. 7898	70	79
3. 2946	69	69
4. 7303	68	68
5. 6542	66	66
6. 1435	64	64
7. 1552	61	61
8. 6478	61	61
9. 4593	52	52
10. 8756	52	52
11. 8454	50	50

This is a result of the promotional exam administered Thursday, April 26, 2018 for the rank of Engineer/Fire Inspector in the fire department.


Ahali Alanis, Civil Service Director:

POSTED: APRIL 26, 2018



AGENDA MEMORANDUM

BOARD: Civil Service Commission

AGENDA ITEM #: 3.D.

DATE SUBMITTED: May 22, 2018

MEETING DATE: May 29, 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 Engineer for FD on Thursday, April 26, 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 - 05/22/2018

Anali Alanis

Final Approval - 05/23/2018



**ELIGIBILITY LIST
PROMOTIONAL EXAM
ENGINEER
FIRE DEPARTMENT
APRIL 26, 2018**

1. Jesus Rosillo
2. Juan Guerra

The eligibility list created for the rank of Engineer from the promotional exam held Thursday, April 26, 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