



**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, OCTOBER 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 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, September 25, 2018.

B) Consideration and action, if any, approving and accepting the raw and final scores from the entry level exam administered for Firefighter for the Fire Department on Saturday, October 13, 2018. (HR)

C) Consideration and action, if any, approving and accepting the eligibility list from the entry level exam administered for Firefighter for Fire Department on Saturday, October 13, 2018. (HR)

D) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Deputy Chief / Fire Marshal for the Fire department on Monday, October 29, 2018. (HR)

E) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Deputy Chief / Fire Marshal for the Fire Department on Monday, October 29, 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.

AGENDA REGULAR MEETING
October 30, 2018

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 24th day of October 2018 at 4:00 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 24th day of October 2018.




HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, SEPTEMBER 25, 2018

A meeting of the Civil Service Commission was held Tuesday, September 25, 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
 Asst. Police Chief Edward Chavez/Miguel Yerena

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

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

Roll call established a quorum.

ITEM 2 PUBLIC COMMENTS

Dr. KC Fletcher called attention to the screen regarding picture of the old Costco fire lane. The problem is City Wide, its illegal, International Fire Code 503.2 for fire lanes not stenciled appropriately you may give a ticket however non-prosecutable. This problem is important in his neighborhood and Costco because of the trucks coming in and making noise, light and vibration nuisance along with the equipment outside which is a noise nuisance, is closer than the required 26 feet in fire lanes to deploy outriggers because every commercial fire will have a ladder truck present. Costco is endangering themselves, their customers and the public at large by not labeling the curb properly and allowing people to park there. This is a City-Wide public safety issue. These meetings are for the rank and file and the rank and file has to follow leadership and if such poor leadership in the Fire Department. The City Manager position is responsible and sworn to uphold, according to city charter all laws, so the City Manager by knowing about this and not acting upon it is part of the problem. There is a hierarchy problem that I have encouraged the city employees, especially rank and file civil service commission to resist any unlawful orders from above. If you knowingly under code of office tell somebody to do something that is not their job description, you are violating official oppression.

**ITEM 3 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR
TUESDAY, JUNE 26, 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.

CIVIL SERVICE COMMISSION

Tuesday, September 25, 2018 @ 4:00pm

ITEM 4 ADMINISTRATIVE REPORTS (PD AND FD)

Asst. Police Chief Edward Chavez reported they currently have (4) cadets attending the Police Academy at South Texas College and are scheduled to graduate November 2018. After graduation they will begin their training phase at Pharr Police Department. Pharr PD has hired (6) certified Peace Officers, of which (4) have successfully completed the training phase and are now patrolling the City of Pharr, the remaining (2) will complete their training phase in November and will too begin patrolling the City of Pharr. In the last 3 months (2) long time Peace Officers retired to pursue other careers. During the month of August, (3) Lieutenants successfully completed a Law Enforcement Leadership training. In September, PD promoted (3) Sergeants and attended a two-week Texas Sergeant Academy Course, making the total number of Sergeants (16) that work for the department. The remaining (13) Sergeants will be attending a leadership, supervisory course that will take place in the month of October. PD has entered a new Memorandum of Understanding with PSJA ISD, where they requested (5) additional school reserve peace officers and are happy to comply with request, these (5) individuals applied and expressed interest in this program and are currently in Corpus Christi, Texas at a state mandated course that is required so that they can take on this role within the school district. Pharr Night Out was a success and coming up on October 31st is the Pharr Phall Phestival to be held at Parks and Rec facility and invite the commission to attend.

Vice-Chairperson Lizcano commented there were great things happening at the City of Pharr, Thanks to the Mayor and elected officials. It is important for the community to keep up to date with what is being provided and that the Civil Service Commission continues to meet monthly even though there are not actual things to vote on, the meeting can continue to provide information to the community on the events as such. Hats off to Pharr Night Out that was a great success and the Phall Phestival brings in a lot of kids, this is a safe haven for the kids to go instead of going out in the streets, hats off to Police and Fire department, Keep up the good work.

Chairperson Rodriguez inquired on the number of vacancies at PD, Asst. Chief Chavez estimates 5-6 in all.

Member Puente commented on the great turnout and his participation at the 2nd Annual Pharr Memorial 5K.

ITEM 5 CIVIL SERVICE COMMENTS

Vice-Chairperson Lizcano recommended Fire department meeting with the Grants department in search of grants or efforts that might be available for the covering of equipment and Fire Apparatuses that are exposed since it affects our city insurance rates. He makes this comment after driving past the fire stations and understands the new station under development will be equipped to house some apparatus's, but not all. Mr. Lizcano would also like to be informed of upcoming civil service testing so that they may be in attendance.

ITEM 6 CIVIL SERVICE DIRECTORS REPORT

Civil Service Director Alanis announced the re-appointing of Vice-chairperson Lizcano on August 12, 2018. The upcoming scheduled entry level firefighter exam for October 13, 2018 and the Deputy Chief promotional exam for October 29, 2018. Ms. Alanis also mentioned the update to the reading material for police and fire promotional exams.

ITEM 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 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 8 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 9 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 4:18 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: October 18, 2018

MEETING DATE: October 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 entry level exam administered for Firefighter for the Fire Department on Saturday, October 13, 2018.

Classification: Regular

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

Exclude Material from Public Packet? No

Reason: N/A

Issue: N/A

Financial Consideration: N/A

Staff Recommendation: N/A

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 10/18/2018

Anali Alanis

Final Approval - 10/23/2018

	Soc.	Raw Score	Final Score
1	9585	89	89
2	5197	83	83
3	9367	82	82
5	4223	77	82
4	6295	78	78
6	3055	77	77
7	9873	77	77
8	9468	77	77
9	4981	76	76
10	0817	76	76
11	7755	74	74
12	0790	73	73
13	6550	72	72
14	6787	71	71
15	1834	70	70
16	3431	69	69
17	3498	69	69
18	3869	68	68
19	1043	68	68
20	5678	67	67
21	2032	67	67
22	0707	62	62
23	3007	59	59
24	3869	59	59
25	9839	52	52
26	9401	47	47
27	9797	43	43

This is a result of the entry-level exam administered Saturday, October 13, 2018 for firefighter in the fire department.



Anali Alanis, Civil Service Director



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: October 18, 2018

MEETING DATE: October 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 entry level exam administered for Firefighter for Fire Department on Saturday, October 13, 2018.

Classification: Regular

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

Exclude Material from Public Packet? No

Reason: N/A

Issue: N/A

Financial Consideration: N/A

Staff Recommendation: N/A

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 10/18/2018

Anali Alanis

Final Approval - 10/23/2018



1	BEAZ	ZURIZADA	
2	GARZA	JUAN	C
3	PEDRAZA	ADALIA	
4	GARCIA	BRIAN	
5	VALLE	ABEL	
6	FRAIRE	EDUARDO	
7	GARZA	BRANDON	K
8	GARZA	DAVID	J
9	ARJONA	ZEFERINO	
10	ARREDONDO	PETER	
11	RIVERA	MATTHEW	J
12	MURILLO	CONRAD	M
13	MANCHA	MARCOS	E
14	CASTILLO	GEORGE	
15	ESCAMILLA	TRISTAN	
16	BEAZ	ZURIZADA	

The eligibility list created for the rank of **Firefighter** from the entry level exam held **Saturday, October 13, 2018** 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 OCT. 30, 2018
 POSTED: WEDNESDAY, OCTOBER 31, 2018

Anali Alanis, Civil Service Director



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.D.

DATE SUBMITTED: October 23, 2018

MEETING DATE: October 30, 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 Deputy Chief / Fire Marshal for the Fire department on Monday, October 29, 2018.

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

Created/Initiated - 10/23/2018

Anali Alanis

Final Approval - 10/23/2018



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.E.

DATE SUBMITTED: October 23, 2018

MEETING DATE: October 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 for Deputy Chief / Fire Marshal for the Fire Department on Monday, October 29, 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:

ROUTING:

Beatriz Fuentes

Created/Initiated - 10/23/2018

Anali Alanis

Final Approval - 10/23/2018