



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, DECEMBER 18, 2018

A meeting of the Civil Service Commission was held Tuesday, December 18, 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
Board Member, Vittorio Puente

STAFF PRESENT: City Manager, Alex Meade
Interim City Manager, Ed Wylie
Civil Service / HR Director, Anali Alanis
Civil Service / HR Coordinator, Bea Fuentes
Interim Police Chief, Jose Luengo
Asst. Police Chief, Juan Gonzalez
Fire Chief, Lenny Perez
City Attorney, Patricia Rigney

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**
Vice-Chairperson Mario Lizcano absent, roll call established a quorum.

ITEM 2 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR TUESDAY, NOVEMBER 27, 2018.

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

ITEM 2 (b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, DECEMBER 8, 2018.

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

ITEM 2 (c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE ENTRY LEVEL EXAM ADMINISTERED FOR PEACE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, DECEMBER 8, 2018.

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

ITEM 3 ADMINISTRATIVE REPORTS (PD AND FD)

Fire Chief Lenny Perez announced the promotional ceremony that was held on December 7, 2018 for the promotion of (2) Lieutenants and (1) Engineer. Current promotional list for Engineer has been exhausted, Test date scheduled for future date. Fire Station 4 is about 73% complete, February 22, 2019 is target date for completion, ribbon cutting date to follow immediately after. Fire department completed EMS class, (9) Pharr Firefighters and (1) Police officer participated and completed the class successfully, State Exam scheduled for the near future. Physical exams are scheduled for Fire Department staff in January. These exams are new and not only for health check but also for cancer screening.

Chairperson Rodriguez asked how many current vacancies for the position of Engineer there are, Chief Perez announced (4) vacancies.

Police Chief Jose Luengo introduced the newly assigned Assistant Chief of Police for patrol services Juan Gonzalez. Asst. Chief Gonzalez would like to thank the Commission for the opportunity that he has been given. Mr. Gonzalez has been working with Investigations these past 9 years and is excited about the move. Chief Luengo announced that on December 13th, (4) police cadets graduated from the police academy, they met the requirements and are now probationary police officers which are going thru an in-service training that runs approximately 2-3weeks. With the recent entry level exam administered, PD is looking to fill approximately 5-8 positions due to losing officers to Federal and Border Patrol agencies. With the recent promotion of Asst. Chief Gonzalez, the position of Sergeant is now available; therefore, promotional testing for Sergeant and Lieutenant is scheduled for the near future. PD participated and made the annual Toy purchase for the community kids to attend and receive free toys with the funds from Blue Santa Campaign. Chief Luengo invited the Commission to PD so that they may meet the motivated, dedicated employees on Friday, Dec.21, 12-2pm. Chief also reported that PD is almost complete with the PT assessment, many of the officers had been scheduled to work the Blue Santa campaign therefore making it difficult to complete the assessment.

ITEM 4 CIVIL SERVICE COMMENTS

Chairperson Rodriguez welcomes Asst. Police Chief Gonzalez as well as City Manager Alex Meade and also asked how many books are made available for entry level exams for PD?

Civil Service Director Alanis explained the process of entry level exams not being provided with books; however, are given access to on-line study guides once they have signed up and registered to test.

Chairperson Rodriguez extremely happy due to the high number of passing grades on the entry level exam.

ITEM 5 CIVIL SERVICE DIRECTORS REPORT

Director Alanis reports promotional testing dates for Fire department Engineer position January 17, 2019. Police department Sergeant March 21, 2019 and Lieutenant March 22, 2019.

ITEM 6 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 7 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.

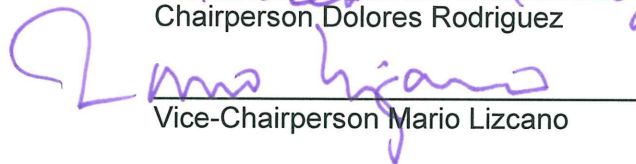
The time being_____, Chairperson stated the commission would be resuming the open meeting.

No Action

ITEM 8 ADJOURNMENT

There being no further business to come before, Board Member Puente moved to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 4:15 pm.


Chairperson Dolores Rodriguez


Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente