



**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 26, 2019**

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. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, February 26, 2019.

B) Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Sergeant for the Police Department on Thursday, March 21, 2019. (HR)

C) Consideration and Action, if any, Approving and Accepting the Eligibility List from the Promotional Exam Administered for Sergeant for the Police Department on Thursday, March 21, 2019. (HR)

D) Consideration and Action, if any, Approving and Accepting the Raw and Final Scores from the Promotional Exam Administered for Lieutenant for the Police Department on Friday, March 22, 2019. (HR)

E) Consideration and Action, if any, Approving and Accepting the Eligibility List from the Promotional Exam Administered for Lieutenant for the Police Department on Friday, March 22, 2019. (HR)

3. ADMINISTRATIVE REPORTS.

4. CIVIL SERVICE COMMENTS.

5. CIVIL SERVICE DIRECTORS REPORTS.

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 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.

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

8. 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 21st day of March 2019 at 10:00 a.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 21st day of March 2019





HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, FEBRUARY 26, 2019.

A meeting of the Civil Service Commission was held Tuesday, February 26, 2019. 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

STAFF PRESENT: Deputy City Manager, Ed Wylie
Civil Service / HR Director, Anali Alanis
Civil Service / HR Coordinator, Bea Fuentes
Interim Police Chief, Jose Luengo
Fire Chief, Lenny Perez

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**
Board Member Vittorio Puente absent, roll call established a quorum.

ITEM 2 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR TUESDAY, DECEMBER 18, 2018.

Vice-Chairperson Lizcano 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 PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON THURSDAY, JANUARY 17, 2019.

Civil Service Director Anali Alanis reported that 13 individuals tested and 0 passed.

Vice-Chairperson Lizcano moved to approve scores 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 reported that the Fire Department had been very active in training. Recently completed a Command and Control of Incident Operations class where most of the FD officers went through the training and it was very knowledgeable and gives them an opportunity to learn on what to do in major emergencies. Sprinkler class for Fire Inspectors was also held, Valley wide

CIVIL SERVICE COMMISSION

Tuesday, February 26, 2019 @ 4:00pm

Inspectors were too invited to attend. They were taught on how the sprinkler system is to be inspected properly. Annual physicals for firefighters have been completed, glad to report all are doing well and everyone passed. Firehouse software class was held this week, staff was able to get themselves familiarized with the software and how it can be used for reporting, possible upgrades to the software may be requested in the future. Fire station #4 is 81% completed, invite to walk the station and ribbon cutting to follow. Annual Apparatus and Flow tests scheduled for the upcoming week, Commission is invited should they want to know how that is done. FD is currently helping the district teaching Fire Fighter I, once class is complete and another to follow on the 16th. This class is for Volunteer firefighters to get to their Fire Fighter level 1 status.

Lizcano would like to congratulate the fire department for the Regional training on incident command. It is important to work with our partnering cities when we are dealt with large incidents, Thank you. Mr. Lizcano questioned if the current software was communication between firefighters and communication center or if the software was for actual reporting of actual fire incidents and process of the SCBA training .

Chief Perez explained the software is used for entering data and knowing what data to put in, making sure all the information that is reported to the state and national are correct. The SCBA training consists of the actual fitting of the masks for everyone.

Police Chief Jose Luengo reported the appointment of the 2 newly appointed Assistant Chiefs Edward Chavez and Juan Gonzalez. PD currently has 15 Sergeants with (1) vacancy. As mentioned in prior meeting PD is currently going thru a leadership course that has 3 parts. PD was able to send half of the Sergeants to the 2nd course that is thru FBI trilogy award. Once 3 leadership courses are complete, which is at first line supervisor level, mid-level and executive level you receive an award. The majority over first line supervisors are on their 2nd course completed and will continue their next course in July. The majority over Sergeants will complete that course. PD is still working the certified list that was provided to fill 10 vacancies, going certified preferred. Promotional exams for 1 Lieutenant and 2 Sergeant vacancies are scheduled for the end of this month with promotions to fully staff supervisory positions and hope to have all vacancies filled before the end of the year for patrol officers. A lot of the technology is in the process of being replaced at PD such as body cams and in-car recording systems. One main project in the process which requires a lot of detail is the revamping of the PD Website.

Lizcano would like to congratulate the newly appointed Asst. Chiefs and would like to point out the achievement by the PD regarding the wellness program and training officers to be better fit.

Chief Luengo detailed the Fitness program and the ceremony held earlier in the year for the officers that participated, and the issuance of pins based on scoring of the test.

ITEM 4 CIVIL SERVICE COMMENTS

No comments

ITEM 5 CIVIL SERVICE DIRECTORS REPORT

Mrs. Alanis reported the upcoming promotional exams for the Police department. Sergeant March 21st (1 vacancy) and Lieutenant March 22nd (2 vacancies) and Fire departments re-test for position of Engineer April 18th.

Lizcano is inquiring on the possibility of getting the firefighters more support or training to assist in the testing process.

Mrs. Alanis did comment that in speaking to the firefighters, she learned that they were under the impression that they were not allowed to study or check out reading material if there was not a test date posted, where she cleared up the misunderstanding and advised them that they are allowed at any time to study and prepare for these promotional exams.

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.

ITEM 8 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano **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



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.B.

DATE SUBMITTED: March 18, 2019

MEETING DATE: March 26, 2019

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 the Police Department on Thursday, March 21, 2019.

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 - 3/18/2019

Anali Alanis

Final Approval - 3/18/2019



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS
PROMOTIONAL EXAM
SERGEANT
POLICE DEPARTMENT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 4607	70	76
2. 1019	68	68
3. 7393	60	60
4. 2324	55	55
5. 6782	52	52
6. 7453	51	51
7. 1977	50	50
8. 6214	50	50
9. 8983	50	50
10. 7915	49	49
11. 6091	46	46

This is a result of the promotional exam administered Thursday, March 21, 2019 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: MARCH 22, 2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.C.

DATE SUBMITTED: March 18, 2019

MEETING DATE: March 26, 2019

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 Sergeant for the Police Department on Thursday, March 21, 2019.

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 - 3/18/2019

Anali Alanis

Final Approval - 3/18/2019



Pharr



**ELIGIBILITY LIST
PROMOTIONAL EXAM
SERGEANT
POLICE DEPARTMENT
MARCH 21, 2019**

1. Leobardo Munoz

The eligibility list created for the rank of Sergeant from the promotional exam held March 21, 2019 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON TUESDAY, MARCH 26, 2019.

POSTED: WEDNESDAY, MARCH 27, 2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.D.

DATE SUBMITTED: March 18, 2019

MEETING DATE: March 26, 2019

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 Police Department on Friday, March 22, 2019.

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 - 3/18/2019

Anali Alanis

Final Approval - 3/18/2019



OFFICE OF THE CIVIL SERVICE DIRECTOR
RESULTS
PROMOTIONAL EXAM
LIEUTENANT
POLICE DEPARTMENT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 7764	76	86
2. 3185	74	84
3. 4868	68	68
4. 5195	66	66

This is a result of the promotional exam administered Friday, March 22, 2019 for the rank of Lieutenant in the Police Department.


Anali Alanis, Civil Service Director

POSTED: MARCH 22, 2019



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 2.E.

DATE SUBMITTED: March 18, 2019

MEETING DATE: March 26, 2019

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 Police Department on Friday, March 22, 2019.

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 - 3/18/2019

Anali Alanis

Final Approval - 3/18/2019



Pharr



**ELIGIBILITY LIST
PROMOTIONAL EXAM
LIEUTENANT
POLICE DEPARTMENT
MARCH 22, 2019**

1. Eric Rodriguez
2. Guadalupe Garcia

The eligibility list created for the rank of Lieutenant from the promotional exam held March 22, 2019 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON TUESDAY, MARCH 26, 2019.

POSTED: WEDNESDAY, MARCH 27, 2019