



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.

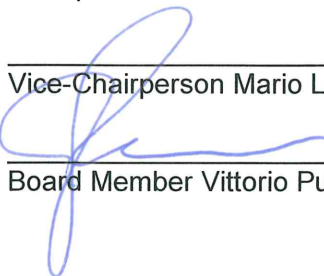
The time being_____, Chairperson stated the commission would be resuming the open meeting.

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