

Pharr

Human Resources



CIVIL SERVICE COMMISSION MINUTES

A meeting of the Civil Service Commission was held Tuesday, August 27, 2019. Chairperson Dolores Rodriguez called the meeting to order at 4:02 pm, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Board Member, Vittorio Puente

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

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

ITEM 1(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION

Board Member Puente moved to excuse Vice-Chairperson Lizcano for being absent and Chairperson Rodriguez seconded. Roll call established a quorum.

ITEM 2(a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL OF MINUTES FOR TUESDAY, JULY 30, 2019.

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 PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON FRIDAY, AUGUST 23, 2019.

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

**CIVIL SERVICE COMMISSION
TUESDAY, AUGUST 27, 2019**

ITEM 2c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON FRIDAY, AUGUST 23, 2019.

Board Member Puente moved to approve the eligibility list. 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 that the Fire Department was awarded a \$7K grant from CDBG for fire prevention material which will be used this fiscal year. This material will allow the fire department to get more information out to the citizens of Pharr regarding fire prevention and activities to keep them safe. The Fire department was recently given permission and the opportunity by Mr. Wylie and Meade to use 3 local buildings for training purposes. They were able to train on forceful entry and ventilation. There will be a promotion to the rank of Engineer in the coming week or two; therefore, creating one vacancy for firefighter.

Police Chief Jose Luengo reported the swearing in of 2 new peace officers, bringing the total of officers to 134 with 4 vacancies. Interviews for civilian positions such as Records Clerk and Jailers are being conducted. The administration area at the Police Department is being remodeled and modernized. Supervisors are currently attending a 40-hour training course.

ITEM 4 CIVIL SERVICE DIRECTORS REPORT

Civil Service Director Alanis reported that two of the current books used for promotional testing for the Fire Department were combined; therefore, updated in our library.

ITEM 5 CIVIL SERVICE COMMISSION COMMENTS

Chairperson Rodriguez welcomed and thanked Mr. Wylie and Meade for their attendance and expressed condolences to the family of Moises Sanchez.

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 items 3 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,

**CIVIL SERVICE COMMISSION
TUESDAY, AUGUST 27, 2019**

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.

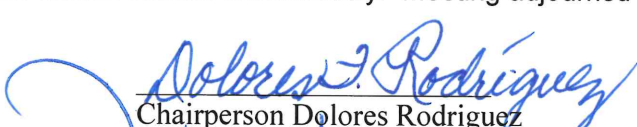
The time being _____am/pm, Chairperson Rodriguez stated the commission would be entering a closed session.

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

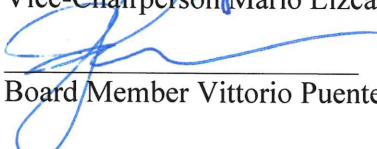
The time being _____am/pm, Chairperson stated the commission would be resuming the open meeting.

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 4:11 pm.


Chairperson Dolores Rodriguez


Vice-Chairperson Mario Lizcano


Board Member Vittorio Puente