

**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, JUNE 28, 2022**

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.

2. PUBLIC TESTIMONY: *(Ordinance No. O-2019-45). A person intending on addressing the governing body may speak at a scheduled meeting of the governing body following registration with the presiding clerk and prior to the scheduled meeting. A registered speaker may speak only on items on the agenda and may not exceed 1.5 minutes when addressing the board regarding an agenda item. A registered speaker may not donate time to another speaker. A sign-in form for public testimony shall be promulgated by the presiding clerk and be made available at the city clerk's office. A person may sign up for public testimony beginning at the time the agenda is posted for the meeting. A person may not sign up later than one hour before the posted meeting is scheduled to begin. No registered speaker may be allowed to speak regarding an item once the public testimony portion of the agenda has ended.*

3. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Monday, February 28, 2022.

B) Approval of minutes for Tuesday, April 26, 2022.

4. ADMINISTRATIVE REPORTS.

5. CIVIL SERVICE DIRECTORS REPORTS.

6. CIVIL SERVICE COMMENTS.

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.

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.

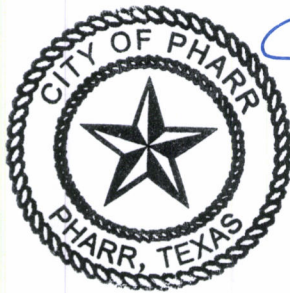
CIVIL SERVICE REGULAR MEETING
June 28, 2022

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. 1016/1007 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 June 2022 at 2:30 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 June 2022.




IMELDA PEREZ, TRMC
ASSISTANT CITY CLERK

CIVIL SERVICE COMMISSION MINUTES

The Civil Service Commission met in a Special Called Meeting on Monday, February 28, 2022, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas. The following is the record of attendance.

MEMBERS PRESENT: Vice-Chairperson, Mario Lizcano
Board Member, Vittorio Puente

STAFF PRESENT: Anali Alanis, Civil Service / Asst. City Manager
Bea Fuentes, Civil Service / HR Specialist
Pilar Rodriguez, Fire Chief
Patricia Rigney, City Attorney
Rebecca Hayward, Civil Service Attorney

ITEM 1 CALL MEETING TO ORDER

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

Vice-Chairperson Lizcano called the meeting to order at 9:15 a.m. Roll call established a quorum. Board Member Puente moved, and Vice-Chairperson Lizcano seconded to excuse Chairperson Rodriguez for being absent from the meeting.

ITEM 2 PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3 REGULAR AGENDA

(A) APPROVAL OF MINUTES FOR TUESDAY, JANUARY 25, 2022.

Vice-Chairperson Lizcano introduced the item.

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

(B) CONSIDERATION AND POSSIBLE ACTION, TO DETERMINE WHETHER CERTAIN EXAM QUESTIONS SHOULD BE ELIMINATED FROM THE PROMOTIONAL EXAM OF (RANK) BATTALION CHIEF, DUE TO FOUR QUESTIONS HAVING BEEN INCLUDED IN THE EXAM FROM AN INCORRECT SOURCE MATERIAL.

Vice-Chairperson Lizcano introduced the item.

Assistant City Manager/Civil Service Director Anali Alanis explained that the following would pertain to items 3B-3G. Promotional testing material for the Fire Department was produced not using correct updated material provided; therefore, the promotional tests included information that should have been eliminated. Mrs. Alanis' recommendation to the Commission is to drop the affected questions from the examination and increase the value of each question as to allow a score of 100% even after removing the invalid questions.

Board Member Puente moved to proceed with the recommendation as recommended by the Civil Service Director. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

(C) CONSIDERATION AND POSSIBLE ACTION, TO APPROVE THE ELIGIBILITY LIST RESULTING FROM THE PROMOTIONAL EXAM OF (RANK) BATTALION CHIEF SUBJECT TO POSSIBLE RECALCULATION.

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to proceed with the recommendation. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

(D) CONSIDERATION AND POSSIBLE ACTION, TO DETERMINE WHETHER CERTAIN EXAM QUESTIONS SHOULD BE ELIMINATED FROM THE PROMOTIONAL EXAM OF (RANK) ENGINEER/FIRE INSPECTOR, DUE TO SEVEN QUESTIONS HAVING BEEN INCLUDED IN THE EXAM FROM AN INCORRECT SOURCE MATERIAL.

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to proceed with the recommendation. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

(E) CONSIDERATION AND POSSIBLE ACTION, TO APPROVE THE ELIGIBILITY LIST RESULTING FROM THE PROMOTIONAL EXAM OF (RANK) ENGINEER/FIRE INSPECTOR SUBJECT TO POSSIBLE RECALCULATION.

Vice-Chairperson Lizcano introduced the item.

Board Member Puente **moved** to proceed with the recommendation. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

- (F) CONSIDERATION AND POSSIBLE ACTION, TO DETERMINE WHETHER CERTAIN EXAM QUESTIONS SHOULD BE ELIMINATED FROM THE PROMOTIONAL EXAM OF (RANK) LIEUTENANT, DUE TO SEVEN QUESTIONS HAVING BEEN INCLUDED IN THE EXAM FROM AN INCORRECT SOURCE MATERIAL.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente **moved** to proceed with the recommendation. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

- (G) CONSIDERATION AND POSSIBLE ACTION, TO APPROVE THE ELIGIBILITY LIST RESULTING FROM THE PROMOTIONAL EXAM OF (RANK) LIEUTENANT SUBJECT TO POSSIBLE RECALCULATION.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente **moved** to proceed with the recommendation. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

ITEM 4 CLOSED SESSION AT 9:25AM: 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.

ITEM 5 RECONVENE INTO OPEN SESSION AT 9:39AM, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION

- (H) CONDUCT A DISCIPLINARY HEARING ON THE DISCIPLINARY APPEAL FILED BY LT. KRYSTLE GUERRA OF THE PHARR FIRE DEPARTMENT PURSUANT TO SECTION 143.053(B) TEX.LOC.GOV'T CODE AND THE PHARR CIVIL SERVICE COMMISSION RULES. (HR)

Vice-Chairperson Lizcano introduced the item.

- ITEM 6 CLOSED SESSION AT 12:52PM: 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.

- ITEM 7 RECONVENE INTO OPEN SESSION AT 1:09PM, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION

- (I) CONSIDERATION AND ACTION AND RENDER A DECISION ON THE DISCIPLINARY APPEAL FILED BY LT. KRYSTLE GUERRA OF THE PHARR FIRE DEPARTMENT PURSUANT TO SECTION 143.053(B) TEX.LOC.GOV'T CODE AND THE PHARR CIVIL SERVICE COMMISSION RULES. (HR)

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to proceed with the decision to uphold the discipline imposed on Lt. Guerra. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

ITEM 8 ADJOURNMENT

There being no further business to come before, Board Member Puente moved to adjourn. It was seconded by Vice-Chairperson Lizcano and when put to a vote the motion carried unanimously. Meeting adjourned at 1:11 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

CIVIL SERVICE COMMISSION
MONDAY, FEBRUARY 28, 2022

Board Member Vittorio Puente

APPROVED: _____



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: June 24, 2022

MEETING DATE: June 28, 2022

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Approval of minutes for Tuesday, April 26, 2022.

Classification: Regular

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

Issue: Approval of minutes

Fiscal Consideration:

Staff Recommendation: Approval of minutes

Alternatives:

Exclude Material from Public Packet? No

Reason:

ROUTING:

Beatriz Fuentes

Anali Alanis

Patricia Rigney

Created/Initiated - 6/24/2022

Approved - 6/24/2022

Final Approval - 6/24/2022

CIVIL SERVICE COMMISSION MINUTES

The Civil Service Commission met in a Regular Called Meeting on Tuesday, April 26, 2022, at the Commissioners' Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas. The following is the record of attendance.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
Vice-Chairperson, Mario Lizcano

STAFF PRESENT: Andy Harvey, Chief of Police /City Manager
Anali Alanis, Civil Service / Asst. City Manager
Imelda Barrera, City Clerk
Patricia Rigney, City Attorney
Pilar Rodriguez, Fire Chief
Alberto Gonzalez, Asst. Fire Chief

ITEM 1 CALL MEETING TO ORDER

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

Chairperson Rodriguez called the meeting to order at 4:00 pm. Roll call established a quorum. Vice-Chairperson Lizcano moved, and Chairperson Rodriguez seconded to excuse Board Member Puente for being absent from the meeting.

ITEM 2 PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3 REGULAR AGENDA

(A) CONSIDERATION AND ACTION, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON TUESDAY, APRIL 12, 2022. (HR)

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano **moved** to approve scores as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

- (B) **CONSIDERATION AND ACTION, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON TUESDAY, APRIL 12, 2022. (HR)**

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano moved to proceed with the recommended. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

- (C) **CONSIDERATION AND ACTION, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON TUESDAY, APRIL 12, 2022. (HR)**

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano moved to approve scores as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

- (D) **CONSIDERATION AND ACTION, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON TUESDAY, APRIL 12, 2022. (HR)**

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano moved to proceed with the recommended. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 4 ADMINISTRATIVE REPORTS

Chairperson Rodriguez introduced the item.

Andy Harvey, Police Chief, reported on the training of several newly hired officers and the hiring of 10 additional officers scheduled for June 11, 2022. Chief Harvey announced the upcoming event scheduled for Thursday, June 2nd – Crime Victims Awareness Walk at Pharr Vanguard Nature Park and the 5K Special Olympics.

Pilar Rodriguez, Fire Chief, reported on the completion of all internal promotions and the creation and hiring of 7 additional firefighters. Chief

Rodriguez also introduced newly appointed Assistant Fire Chief Alberto Gonzalez.

ITEM 5 CIVIL SERVICE DIRECTORS REPORT

Chairperson Rodriguez introduced the item.

There was nothing to report from the Civil Service Director.

ITEM 6 CIVIL SERVICE COMMISSION COMMENTS

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano congratulated Chief Harvey on his promotion to City Manager.

Chairperson Rodriguez congratulated Chief Harvey on PD almost being fully staffed.

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 ITEMS 3 IN ACCORDANCE WITH THE FOLLOWING BELOW

None.

ITEM 8 RECONVENE INTO OPEN SESSION, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION

None

ITEM 9 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 4:09 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

CIVIL SERVICE COMMISSION
TUESDAY, APRIL 26, 2022

Board Member Vittorio Puente

APPROVED: _____