



**TAKE NOTICE THAT A SPECIAL MEETING  
OF THE CIVIL SERVICE COMMISSION  
OF THE CITY OF PHARR, TEXAS  
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,  
118 S. CAGE BLVD., 2<sup>ND</sup> FLOOR, PHARR, TEXAS  
COMMENCING AT 8:30 AM ON  
TUESDAY, JULY 25, 2023**

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 July 3, 2023 Regular Called Meeting. **This item supports SG - Sound Governance and Fiscal Sustainability.**

B) Consideration and possible action, if any, on appeal filed by Lieutenant Rudy Hernandez of the Pharr Fire Department on the Non-Disciplinary Termination issued by Fire Chief Pilar Rodriguez.

**4. ADMINISTRATIVE REPORTS.**

**5. CIVIL SERVICE DIRECTORS REPORTS.**

**6. CIVIL SERVICE COMMENTS.**

**7. LEGAL:**

A) Consultation with legal counsel, pursuant to section 551.071, Texas Government Code, to provide advice and counsel in connection with the Civil Service Commissions' duties, obligations, privileges under Chapter 143, Texas Gov't Code and the rules and regulations adopted thereunder.

**8. 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.

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

10. **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. 1016/1007 or FAX 956/702-5313 or E-mail [hilda.pedraza@pharr-tx.gov](mailto:hilda.pedraza@pharr-tx.gov) or [imelda.barrera@pharr-tx.gov](mailto: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 Special Called 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](http://www.pharr-tx.gov). This Notice was posted on the 20<sup>th</sup> day of July 2023 at 11:00 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 20<sup>th</sup> day of July 2023**



  
HILDA PEDRAZA, TRMC, CMC  
CITY CLERK

**MINUTES  
CIVIL SERVICE COMMISSION**

The Civil Service Commission met in a Regular Called Meeting on Monday, July 3, 2023 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  
Board Member, Vittorio Puente

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Anali Alanis, Interim City Manager/CS Director  
Hilda Pedraza, City Clerk  
Pilar Rodriguez, Fire Chief  
Albert Gonzalez, Asst. Fire Chief  
Veronica Ramirez, HR Director  
Rebecca Hayward, Civil Service Attorney  
Ricardo Rodriguez, City Attorney

**ITEM 1 CALL TO ORDER**

**(A) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF ANY ABSENT MEMBER**

Chairperson Rodriguez called the meeting to order at 8:33 a.m. Roll call established a quorum.

**ITEM 2 PUBLIC TESTIMONY**

There were no comments from the public.

**ITEM 3 REGULAR AGENDA – OPEN SESSION:**

**(A) APPROVAL OF MINUTES FOR JUNE 6, 2023 SPECIAL CALLED MEETING. THIS ITEM SUPPORTS SG- SOUND GOVERNANCE AND FISCAL SUSTAINABILITY**

Chairperson Rodriguez introduced the item.

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

**(B) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON FRIDAY, JUNE 30, 2023. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY (HR)**

Chairperson Rodriguez introduced the item.

Anali Alanis, Civil Service Director, stated there were passing scores from the promotional exam for Battalion Chief in the Fire Department on June 30, 2023 and recommended approval.

Vice-Chairperson Lizcano moved to approve scores from the promotional exam for Battalion Chief in the Fire Department held on June 30, 2023. Board Member Puente seconded the motion and when put to a vote, it carried unanimously.

**(C) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE PROMOTIONAL EXAM FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON FRIDAY, JUNE 30, 2023. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY (HR)**

Chairperson Rodriguez introduced the item.

Anali Alanis, Civil Service Director, reported two (2) individuals passed the exam administered for Battalion Chief in the Fire Department. She stated although there were no current vacancies, staff would like to have the list certified in case openings become available. She further recommended approval.

Vice-Chairperson Lizcano moved approve and accept the eligibility list from the promotional exam for Battalion Chief in the Fire Department held on June 30, 2023. Board Member Puente seconded the motion and when put to a vote, it carried unanimously.

At this time, Chairperson Rodriguez stated they would deviate from the agenda and go into closed session. There was no objection.

**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:**

The time being 8:37 a.m., Chairperson Rodriguez stated the commission would be entering into closed session in accordance with Chapter 551 of the Texas Govt. Code to discuss agenda items listed in the public portion of the agenda and Pursuant to Sections 551.071, 551.074, 551.076, and 551.084.

**ITEM 8. RECONVENE**

The time being 8:51 a.m., Chairperson Rodriguez stated the commission would be resuming the open meeting.

**D) DISCUSSION AND ACTION TO APPOINT A CIVIL SERVICE DIRECTOR FOR THE CIVIL SERVICE COMMISSION FOR THE CITY OF PHARR PURSUANT TO SECTION 143.012 OF THE TEXAS LOCAL GOVERNMENT CODE. THIS ITEM SUPPORTS SG - SOUND GOVERNANCE AND FISCAL SUSTAINABILITY (HR)**

Chairperson Rodriguez introduced the item.

Vice-Chairperson Lizcano **moved** to appoint Hilda Pedraza as Civil Service Director. Board Member Puente seconded the motion and when put to a vote, it carried unanimously.

**ITEM 4. ADMINISTRATIVE REPORTS**

Chairperson Rodriguez introduced the item.

Pilar Rodriguez, Fire Chief, briefly stated the 4<sup>th</sup> of July festivities were approaching and emphasized on fireworks safety. He reminded the public to follow local laws and regulations.

**ITEM 5. CIVIL SERVICE DIRECTOR'S REPORTS**

Chairperson Rodriguez introduced the item.

Anali Alanis, Civil Service Director, stated she had no reports at this time.

**ITEM 6. CIVIL SERVICE COMMENTS**

Chairperson Rodriguez introduced the item and there were no comments from the Commission.

**ITEM 9. ADJOURNMENT**

There being no further business to come before, Vice-Chairperson Lizcano **moved** to adjourn. Board Member Puente seconded the motion and when put to a vote, it carried unanimously. Meeting adjourned at 8:54 a.m.

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Chairperson Dolores Rodriguez

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Vice-Chairperson Mario Lizcano

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Board Member Vittorio Puente

APPROVED:

DRAFT



## AGENDA MEMORANDUM



**BOARD:** Civil Service Commission

**AGENDA ITEM #:** 3.B.

**DATE SUBMITTED:** July 19, 2023

**MEETING DATE:** July 25, 2023

**FROM:** Beatriz Fuentes, HR Coordinator

**DEPARTMENT:** HR

**DIRECTOR:** Hilda Pedraza

**Agenda Item:** Consideration and possible action, if any, on appeal filed by Lieutenant Rudy Hernandez of the Pharr Fire Department on the Non-Disciplinary Termination issued by Fire Chief Pilar Rodriguez.

**Classification:** Regular

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

**Issue:** Fire Department Lt. Hernandez submitted his appeal on the termination issued by Fire Chief Rodriguez.

**Fiscal Consideration:**

**Staff Recommendation:**

**Alternatives:**

**Exclude Material from Public Packet?** No

**Reason:**

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### ROUTING:

Beatriz Fuentes

Created/Initiated - 7/19/2023

Hilda Pedraza

Approved - 7/19/2023

Ricardo Rodriguez

Final Approval - 7/19/2023