

**MINUTES
CIVIL SERVICE COMMISSION**

The Civil Service Commission met in a Regular Called Meeting on Tuesday, March 26, 2024, 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

STAFF PRESENT: Veronica Ramirez, HR/CS Director
Ashley Melendez, Asst. HR/CS Director
Bea Fuentes, HR Coordinator/CS assistant
Pilar Rodriguez, Fire Chief
Juan F. Gonzalez, Police Chief

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 9:00 a.m. and 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 FEBRUARY 27, 2024. THIS ITEM SUPPORTS SG- SOUND GOVERNANCE AND FISCAL SUSTAINABILITY

Chairperson Rodriguez introduced the item.

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

- B) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE ENTRY LEVEL EXAM FOR POLICE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, MARCH 9, 2024.**

Chairperson Rodriguez introduced the item.

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

- C) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM FOR POLICE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, MARCH 9, 2024.**

Chairperson Rodriguez introduced the item.

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

- D) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON WEDNESDAY, MARCH 20, 2024.**

Chairperson Rodriguez introduced the item.

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

- E) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE PROMOTIONAL EXAM FOR ENGINEER/FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON WEDNESDAY, MARCH 20, 2024.**

Chairperson Rodriguez introduced the item.

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

- F) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE ENTRY LEVEL EXAM FOR FIREFIGHTER FOR THE FIRE DEPARTMENT ON SATURDAY, MARCH 23, 2024.**

Chairperson Rodriguez introduced the item.

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

- G) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM FOR FIREFIGHTER FOR THE FIRE DEPARTMENT ON SATURDAY, MARCH 23, 2024.**

Chairperson Rodriguez introduced the item.

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

ITEM 4. ADMINISTRATIVE REPORTS

- A) POLICE DEPARTMENT AND FIRE DEPARTMENT REPORT**

Chairperson Rodriguez introduced the item.

Pilar Rodriguez, Fire Chief, briefly reported there were three (3) vacancies, and the Fire Department would begin the hiring process for Firefighter from the eligibility list that was just approved. Chief Rodriguez also announced the 3rd annual "She's My Hero Camp" that is scheduled for Saturday, April 27, 2024, and will not only include an introduction to the career of Firefighter, but to include PD and EMS.

Juan Gonzalez, Police Chief, reported that the department was in the process of reviewing applicants from the eligibility list created from the entry level exam for Police Officer. The Chief also added the promotional exams for Sergeant and Lieutenant that are scheduled for April 10, 2024. The Police Department is proud to announce the upcoming 10-week Community Police Academy course as well as the Badge of Youth academy for 13–17-year-olds.

B) CIVIL SERVICE DIRECTOR'S REPORTS

Chairperson Rodriguez introduced the item.

Civil Service Director Veronica Ramirez introduced the Asst. HR / CS Director Ashley Melendez to the commission who would be the designee in Ms. Ramirez's absence and included that Jessica Ramirez from HR also frequently assists with civil service entry level testing when there are large groups.

C) CIVIL SERVICE BOARD COMMENTS

Chairperson Rodriguez introduced the item.

Civil Service members stated they had no comments at this time.

ITEM 5. CLOSED SESSION

None

ITEM 6. RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN THE EXECUTIVE SESSION.


None

ITEM 7. ADJOURNMENT

There being no further business to come before, Vice-Chairperson Mario Lizcano moved to adjourn. Board Member Vittorio Punte seconded the motion and when put to a vote, it was carried unanimously. The meeting was adjourned at 9:07 a.m.


Chairperson Dolores Rodriguez


Vice-Chairperson Mario Lizcano


Board Member Vittorio Punte

APPROVED: BF 9/24/24