

**MINUTES  
CIVIL SERVICE COMMISSION**

The Civil Service Commission met in a Regular Called Meeting on Tuesday, September 24, 2024, 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:** Veronica Ramirez, HR/CS Director  
Ashley Melendez, Asst. HR/CS Director  
Bea Fuentes, HR Coordinator/CS assistant  
Pilar Rodriguez, Fire Chief  
Albert Gonzalez, Asst. 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**

Vice-Chairperson Lizcano 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 APRIL 30, 2024. THIS ITEM SUPPORTS SOUND GOVERNANCE AND FISCAL SUSTAINABILITY**

Vice- Chairperson Lizcano introduced the item.

Board Member Puente moved to approve minutes as submitted. Vice-Chairperson, Mario Lizcano 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 PROMO EXAM FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON WEDNESDAY, SEPTEMBER 4, 2024.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to approve scores as submitted. Vice-Chairperson, Mario Lizcano 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 PROMO EXAM FOR BATTALION CHIEF FOR THE FIRE DEPARTMENT ON WEDNESDAY, SEPTEMBER 4, 2024.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to approve eligibility list as submitted. Vice-Chairperson, Mario Lizcano 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 LIEUTENANT FOR THE FIRE DEPARTMENT ON WEDNESDAY, SEPTEMBER 4, 2024.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to approve scores as submitted. Vice-Chairperson, Mario Lizcano 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 LIEUTENANT FOR THE FIRE DEPARTMENT ON WEDNESDAY, SEPTEMBER 4, 2024.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente moved to approve eligibility list as submitted. Vice-Chairperson, Mario Lizcano 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 PROMO EXAM FOR SERGEANT FOR THE POLICE DEPARTMENT ON THURSDAY, SEPTEMBER 5, 2024.**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente **moved** to approve scores as submitted. Vice-Chairperson, Mario Lizcano 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 PROMO EXAM FOR SERGEANT FOR THE POLICE DEPARTMENT ON THURSDAY, SEPTEMBER 5, 2024.**

Vice-Chairperson Lizcano introduced the item.

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

- H) CONSIDERATION AND POSSIBLE ACTION TO DETERMINE WHETHER A CERTAIN EXAM QUESTION SHOULD BE ELIMINATED FROM THE PROMO EXAM FOR LIEUTENANT FOR THE FIRE DEPARTMENT DUE TO MISINTERPRETATION OF AN "X" MARKING ON THE EXAM.**

Vice-Chairperson Lizcano introduced the item.

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

#### **ITEM 4. ADMINISTRATIVE REPORTS**

- A) POLICE DEPARTMENT AND FIRE DEPARTMENT REPORT**

Vice-Chairperson Lizcano introduced the item.

Juan Gonzalez, Police Chief, announced the 4<sup>th</sup> Annual "Stick by Me" event recently held and the upcoming Annual "Trunk or Treat" event. Chief Gonzalez further reported the retirement of Officer Doroteo Fonseca who served 21 years with the City of Pharr Police Department.

Vice-Chairperson Lizcano and Board Member Puente thanked Officer Fonseca for his 2 decades of service.

Pilar Rodriguez, Fire Chief, briefly reported the upcoming promotions that will take place with the approval of eligibility lists from this meeting. Chief Rodriguez also announced the upcoming events that will be taking place at the city park pavilion in October to celebrate and spread awareness of Fire Prevention month.

Chairperson Lizcano commended Chief Rodriguez on the great efforts and support he puts into the Fire Department.

**B) CIVIL SERVICE DIRECTOR'S REPORTS**

Vice-Chairperson Lizcano introduced the item.

Civil Service Director Veronica Ramirez introduced the agreement of the Collective Bargaining Contracts and the re-appointment of Vice-Chairperson Lizcano.

**C) CIVIL SERVICE BOARD COMMENTS**

Vice-Chairperson Lizcano introduced the item.

Board Member Puente commented on the recent mental and suicide awareness events and the support he and his clinic provided and the outstanding participation and involvement from the community.

**ITEM 5. CLOSED SESSION**

The time being 9:06 a.m., Vice-Chairperson Lizcano 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 6. RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY, ON ANY ITEM(S) DISCUSSED IN THE EXECUTIVE SESSION.**

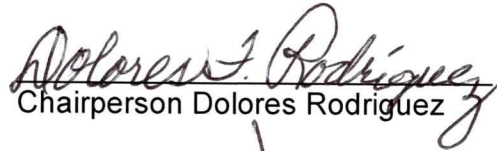
The time being 9:12 a.m., Vice-Chairperson Lizcano stated the commission would be resuming the open meeting.

**ITEM 7. ADJOURNMENT**

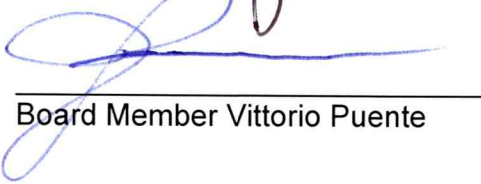
There being no further business to come before, Board Member Vittorio Puente moved to adjourn. Vice-Chairperson Mario Lizcano seconded the motion and

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when put to a vote, it was carried unanimously. The meeting was adjourned at 9:23 a.m.

  
Chairperson Dolores Rodriguez

  
Vice-Chairperson Mario Lizcano

  
Board Member Vittorio Puente

*Quetz Puente - HR*  
*9/30/25*