

**MINUTES
BOARD OF CIVIL SERVICE COMMISSIONERS
REGULAR CALLED MEETING
TUESDAY, NOVEMBER 26, 2024
118 SOUTH CAGE 2nd FLOOR**

The Civil Service Commission met in a Regular Called Meeting on Tuesday, November 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: Vice-Chairperson, Mario Lizcano
Board Member, Vittorio Puente

MEMBERS ABSENT: Chairperson, Dolores Rodriguez

STAFF PRESENT: HR Asst. Director/Civil Service, Ashley Melendez
HR Coord./Civil Service, Bea Fuentes
Fire Chief, Pilar Rodriguez
Police Chief, Juan F. Gonzalez

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. Roll call established a quorum.

Board Member Puente moved to excuse absent member. Vice-Chairperson Lizcano seconded the motion and when put to a vote, it carried unanimously.

ITEM 2. PUBLIC TESTIMONY

There were no comments from the public.

ITEM 3. REGULAR AGENDA - OPEN SESSION

A) APPROVAL OF MINUTES FOR SEPTEMBER 24, 2024. THIS ITEM SUPPORTS SG – 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 AND APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE PROMOTIONAL EXAM FOR

ENGINEER / FIRE INSPECTOR FOR THE FIRE DEPARTMENT ON WEDNESDAY, OCTOBER 30, 2024. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY.

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 RAW AND FINAL SCORES AND APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM FOR POLICE OFFICER FOR THE POLICE DEPARTMENT ON SATURDAY, NOVEMBER 16, 2024. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY.**

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.

- D) CONSIDERATION AND ACTION, IF ANY, ON APPROVING AND ACCEPTING THE RAW AND FINAL SCORES AND ON APPROVING AND ACCEPTING THE ELIGIBILITY LIST CREATED FROM THE ENTRY LEVEL EXAM FOR FIRE FIGHTER FOR THE FIRE DEPARTMENT ON SATURDAY, NOVEMBER 23, 2024. THIS ITEM SUPPORTS SSC - SAFE AND SECURE COMMUNITY.**

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.

ITEM 4. ADMINISTRATIVE REPORTS

A) POLICE DEPARTMENT AND FIRE DEPARTMENT REPORT

Vice-Chairperson Lizcano introduced the item.

Fire Chief, Pilar Rodriguez, announced the “Annual Turkey Give Away” was taking place at 400 N. Jackson Road, Pharr, TX. on November 26, 2024, at 10:00 a.m. Chief Rodriguez further reported the hiring of three (3) entry level firefighters and the recent promotions in the rank of Engineer.

Police Chief, Juan Gonzalez, reported he would start the process to fill any vacant police officer vacancies with the approved eligibility list for entry level police officer. Chief Gonzalez further reported the upcoming “Tips for Toys” drive event was scheduled for December.

B) Civil Service Director's Report

Vice-Chairperson Lizcano introduced the item.

Assistant. Civil Service Director, Ashley Melendez, announced there was nothing to report for this meeting.

C) Civil Service Board Comments

Vice-Chairperson Lizcano introduced the item.

Vice-Chairperson Lizcano thanked the City of Pharr for all their efforts and the Police and Fire departments for their continuous efforts to go above and beyond to protect and serve but also give back to the community.

Board Member Puente stated that during this holiday, especially Thanksgiving, we should extend our gratitude and take time to reflect on these last few months of the year.

ITEM 5. CLOSED SESSION

None

ITEM 6. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session

None

ITEM 7. ADJOURNMENT

There being no further business to come before the Board, Board Member Vittorio Puente moved to adjourn. Vice-Chairperson Mario Lizcano seconded the motion and when put to a vote, it was carried unanimously. The meeting adjourned at 9:06 a.m.


Chairperson Dolores Rodriguez


Vice-Chairperson Mario Lizcano


Board Member Vittorio Puente

**STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF PHARR**

ON THIS THE 26th DAY OF NOVEMBER 2024 the Board of Civil Service Directors of the City of Pharr, Texas convened in a **REGULAR CALLED MEETING** at the Commissioner's Room located at 118 S. Cage, 2nd Floor, Pharr, Texas. The meeting being open to the public and notice of said meeting, giving the date, place, subject, hereof, having been posted in accordance with Chapter 551, Texas Government Code (Open Meetings Act) and there being present a quorum, I, **BEATRIZ FUENTES, HUMAN RESOURCE COORDINATOR**, of the City of Pharr, Texas, certify that this is a true and correct copy of the minutes.

ATTEST:



BEATRIZ FUENTES
HUMAN RESOURCES COORDINATOR

APPROVED: 9/30/25