

Thursday, July 2, 2020
College Place Civil Service Commission Special Meeting

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#913 6059 4268

City Council Chambers
625 South College Avenue
College Place WA 99324

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for July 2, 2020
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.02 Approve Minutes from June 4, 2020
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[6_4_2020_CivilServiceMeetingMinutes.pdf \(58 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at

a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject : 2.03 Approve Civil Service Payroll for May 2020
Meeting : Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category : 2. CONSENT AGENDA
Type : Action (Consent)

File Attachments

[5 - 2020 Payroll Certification.pdf \(191 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject : 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Meeting : Jul 2, 2020 - College Place Civil Service Commission Special Meeting

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve consent agenda that includes the agenda for July 2, 2020, the minutes from June 4, 2020, and payroll for May 2020.

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

3. Regular Agenda

Subject : 3.01 Firefighter Eligibility List
Meeting : Jul 2, 2020 - College Place Civil Service Commission

	Special Meeting
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to certify the Firefighter Eligibility List and forward the certified list of the top three candidates to Chief Winter.

Public Content

At the Civil Service meeting in June, Commissioners approved the testing process to establish a Firefighter Eligibility List. The written and the physical ability testing were held on June 15, 2020. There were 12 applicants, two gave notice that they were unable to test and one didn't show on the day of testing. All candidates that passed the physical ability test were allowed to proceed to the oral board interview on June 17, 2020.

File Attachments

[Firefighter Eligibility List for Certification-7-2020.pdf \(375 KB\)](#)
[Certified Chief's List 7-2020.pdf \(456 KB\)](#)

Subject :	3.02 Cancel July 9, 2020, Civil Service Commission meeting
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to cancel the next regular meeting scheduled on July 9, 2020.

Public Content

The July 9, 2020, Civil Service Meeting will need to be canceled as the Civil Service Secretary will be out of town and at this time there is no business for consideration.

4. Reports

Subject :	4.01 Board Docs Discussion
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting
Category :	4. Reports
Type :	

5. CLOSING ITEMS

Subject :	5.01 Adjourn
Meeting :	Jul 2, 2020 - College Place Civil Service Commission Special Meeting

Category :

5. CLOSING ITEMS

Type :

Procedural

PRESENT:	Commissioners	JoAnn Wiggins (Chair), Roger Maidment (Vice-Chair), Bill Kelly
	Civil Service Secretary	Shawn Doering
	Staff	Lisa Neissl

ABSENT:

College Place Civil Service Commission Special Meeting (Thursday, June 4, 2020)

Generated by Shawn Doering on Friday, June 5, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Civil Service Secretary Doering called the meeting to order at 12:01pm.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for June 4, 2020

Action (Consent): 2.02 Approve Minutes from February 20, 2020

Action (Consent): 2.03 Approve Civil Service Payroll for February, March, and April 2020

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Commissioner Wiggins made a motion to approve the consent agenda that included the agenda for June 4, 2020, the minutes from February 20, 2020, and payroll for February, March, and April 2020. Second by Commissioner Maidment, the motion passed 3-0.

3. Regular Agenda

Action: 3.01 Elect Commission Chair and Vice Chair

Commissioner Kelly made a motion to approve Commissioner Wiggins as the Commission Chair. Second by Commissioner Maidment, the motion passed 3-0.

Commissioner Kelly made a motion to approve Commissioner Maidment as the Commission Vice Chair. Second by Commissioner Wiggins, the motion passed 3-0.

Action: 3.02 Lateral Police Officer Eligibility List

Commissioner Wiggins made a motion to certify the Lateral Police Officer Eligibility List and forward certified list to Chief Tomaras. Second by Commissioner Maidment, the motion passed 3-0.

Action: 3.03 Approve testing process to create a Firefighter Eligibility List

Commissioner Kelly made a motion to approve the Firefighter Testing Process. Second by Commissioner Maidment, the motion passed 3-0.

Action: 3.04 Cancel June 11, 2020, Civil Service Commission meeting

Commissioner Wiggins made a motion to cancel the next regular meeting scheduled for June 11, 2020. Second by Commissioner Kelly, the motion passed 3-0.

4. CLOSING ITEMS

Procedural: 4.01 Adjourn

The meeting was adjourned at 12:15pm.

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred February 20, 2020.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
6/3/2020	Boose, John A	5/31/2020	Firefighter	163	5,703.86
6/3/2020	Drury, Charles O	5/31/2020	Firefighter	266	6,353.70
6/3/2020	Evensen, Patrick J	5/31/2020	Firefighter	267	6,467.69
6/3/2020	Williams, Troy J	5/31/2020	Firefighter	242	6,042.54
6/3/2020	Barr, Marianne K	5/31/2020	Chief Clerk - PD	168	4,466.00
6/3/2020	Benfield, Robert D	5/31/2020	Patrol Sergeant	170	6,689.00
6/3/2020	Parker, Alan J	5/31/2020	Patrol Sergeant	180	6,689.00
6/3/2020	Adams, Eric H	5/31/2020	Police Officer	172.5	5,432.03
6/3/2020	Cole, Tanner C	5/31/2020	Police Officer	180	6,109.60
6/3/2020	Diaz, Salvador M	5/31/2020	Police Officer	171	6,199.04
6/3/2020	Duede, Jimmy C	5/31/2020	Police Officer	170	6,193.70
6/3/2020	Fortin, Brian R	5/31/2020	Detective	170	5,969.00
6/3/2020	Harris, Tanner M	5/31/2020	Police Officer	170	6,371.60
6/3/2020	Langlois, Joseph T	5/31/2020	Police Officer	171.75	5,853.34
6/3/2020	Schild, Andrew D	5/31/2020	Police Officer	170	5,748.60
6/3/2020	Schmick, Dylan E	5/31/2020	Police Officer	186.5	6,158.50
6/3/2020	Watkins, Daniel I	5/31/2020	Police Officer	185	6,432.20
6/3/2020	Brink, Brielle M	5/31/2020	Records Clerk	171	3,642.00
6/3/2020	Nordman, Ronald A	5/31/2020	Special Enforcement Officer	170	4,583.24

I certify that, to the best of my knowledge, this is an accurate and complete listing of all Civil Service employees for the City of College Place as of May 31, 2020

Shawn Doering
Civil Service Secretary/Payroll Clerk

JoAnn Wiggins
Commission Chair

City of College Place

625 S. College Avenue
College Place, Washington 99324
(509) 529-1200
FAX: (509) 525-5352

July 2, 2020

JoAnn Wiggins, Commission Chair
Roger Maidment, Commission Vice-Chair
Bill Kelly, Commissioner

Re: Firefighter Testing

Dear Commissioners:

As a result of the open and competitive testing process to establish a Firefighter Eligibility List which concluded on June 17, 2020, the following eligibility list is outlined for your approval and certification:

Firefighter	
Rank	Name
1	Higginbotham II, Edward
2	Crosswhite, Kyle
3	Downs, Emily
4	Bartlett, Logan
5	Jardin, David
6	Lebacken, Gary
7	Breza, John

Respectfully,



Shawn Doering
Civil Service Secretary

Certified by:

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner



City of College Place

Civil Service Commission

JoAnn Wiggins, Commission Chair
Roger Maidment, Commission Vice-Chair
Bill Kelly, Commissioner

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

July 2, 2020

Chief David Winter
College Place Fire Department
629 S College Ave
College Place, WA 99324

Dear Chief Winter,

On 7/2/2020, the Civil Service Commission approved an updated certified eligibility list. Below are the certified eligible applicants for the position of Firefighter:

Name
Crosswhite, Kyle
Downs, Emily
Higginbotham II, Edward

Respectfully,

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner