

Thursday, November 12, 2020
College Place Civil Service Commission

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#922 2268 7938

1. OPENING ITEMS

Subject :	1.01 Public Comment
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for November 12, 2020
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
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 October 8, 2020
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[10_8_2020_CivilServiceMeetingMinutes.pdf \(60 KB\)](#)

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 Payroll from October 2020
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Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[10 - 2020 Payroll Certification.pdf \(422 KB\)](#)

Consent

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Subject :	2.04 Approve the Consent Agenda
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda which includes the agenda for November 12, 2020, the minutes from October 8, 2020, and payroll from October 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 Review & Certify Entry-Level Police Officer Eligibility list
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	3. REGULAR AGENDA
Type :	Action
Recommended Action :	Motion to certify the Entry-Level Police Officer Eligibility list and forward the top three candidates to the Police Chief.

Public Content

In early October we held oral board interviews for Entry-Level Police Officer applicants who had completed and passed the written and physical ability testing through Public Safety Testing.

File Attachments

[Entry-Level Police Officer Eligibility List for Certification - 11-2020.pdf \(545 KB\)](#)

[Entry-Level Police Officer Chief's List - 11-2020.pdf \(680 KB\)](#)

Subject :	3.02 Review & Certify Lateral-Level Police Officer Eligibility list
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	3. REGULAR AGENDA
Type :	Action
Recommended Action :	Motion to certify the Lateral-Level Police Officer Eligibility list and forward the candidate to the Police Chief.

Public Content

On 10/26/2020, we held oral board interviews to create a Lateral-Level Police Officer Eligibility list. We had one applicant that passed the oral interview and physical ability testing.

File Attachments

[Lateral Eligibility List for Certification - 11-2020.pdf \(532 KB\)](#)

[Certified Chiefs Lateral List - 11-2020.pdf \(678 KB\)](#)

Subject :	3.03 Records Clerk Transfer
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	3. REGULAR AGENDA
Type :	Action
Recommended Action :	Motion to approve allowing the current full-time Police Records Clerk to transfer to the part-time Police Records Clerk position

Public Content

Our current Police Records Clerk would like to transfer to the recently budgeted part-time position. She has already been through the Civil Service testing.

Subject :	3.04 Review & Certify the Police Records Clerk Eligibility list
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	3. REGULAR AGENDA

Type :

Action

Recommended Action :

Motion to certify the Police Records Clerk Eligibility list and forward the top three candidates to the Police Chief.

Public Content

Per the approved testing guidelines, applicants were given an office skills test consisting of Microsoft Word, typing, customer service, and filing. The twelve candidates who placed the highest on these tests and passed a criminal history check moved forward to an oral board interview. All interviews were held remotely via Zoom.

File Attachments

[Records Clerk Eligibility List for Certification - 11-2020.pdf \(540 KB\)](#)

[Records Clerk Chief's List - 11-2020.pdf \(680 KB\)](#)

4. REPORTS & DISCUSSION

Subject :	4.01 New hire - Fire Department
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	4. REPORTS & DISCUSSION
Type :	Reports

Public Content

On July 2, 2020, the Civil Service Commission approved the Firefighter Eligibility list. After completing all pre-employment requirements, we are happy to announce that the City hired Emily Downs for the open Firefighter position. Emily had been a volunteer with the department since early 2019. She started as a full-time firefighter on October 26, 2020.

Subject :	4.02 Discussion regarding October 2020 Civil Service Conference
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	4. REPORTS & DISCUSSION
Type :	Discussion
Subject :	4.03 Any Business for the Good of the Order
Meeting :	Nov 12, 2020 - College Place Civil Service Commission
Category :	4. REPORTS & DISCUSSION
Type :	Discussion

5. CLOSING ITEMS

Subject :	5.01 Adjourn
Meeting :	Nov 12, 2020 - College Place Civil Service

Commission

Category :

5. CLOSING ITEMS

Type :

Procedural

College Place Civil Service Commission (Thursday, October 8, 2020)

Generated by Shawn Doering on Thursday, October 8, 2020

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

ABSENT:

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Wiggins called the meeting to order at 12:00pm

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for October 8, 2020

Action (Consent): 2.02 Approve Minutes from September 10, 2020

Action (Consent): 2.03 Approve Civil Service Payroll for September 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 Maidment made a motion to approve the consent agenda which includes the agenda for October 8, 2020, the minutes from September 10, 2020, and payroll for September 2020. Second by Commissioner Kelly, the motion passed 3-0.

3. Regular Agenda

Action: 3.01 Approve Police Records Clerk Testing Process

Commissioner Maidment made a motion to approve the Police Records Clerk Testing process as presented to create an eligibility list for the Police Records Clerk position. Second by Commissioner Kelly, the motion passed 3-0.

4. Reports

Information: 4.01 2020 Civil Service Conference

Information: 4.02 DocuSign

5. CLOSING ITEMS

Discussion: 5.01 Any Business for the Good of the Order

Action, Procedural: 5.02 Adjourn

Commissioner Maidment made a motion to adjourn the meeting at 12:09pm. No objections.

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred October 8, 2020.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
11/4/2020	Boose, John A	10/31/2020	Firefighter	175	5,800.68
11/4/2020	Downs, Emily A	10/31/2020	Firefighter	44.5	1,336.21
11/4/2020	Drury, Charles O	10/31/2020	Firefighter	245	6,341.66
11/4/2020	Evensen, Patrick J	10/31/2020	Firefighter	294	7,623.00
11/4/2020	Williams, Troy J	10/31/2020	Firefighter	255	5,679.66
11/4/2020	Barr, Marianne K	10/31/2020	Chief Clerk - PD	176	4,466.00
11/4/2020	Benfield, Robert D	10/31/2020	Patrol Sergeant	170	6,889.00
11/4/2020	Parker, Alan J	10/31/2020	Patrol Sergeant	181.5	6,889.00
11/4/2020	Adams, Eric H	10/31/2020	Police Officer	181	5,522.39
11/4/2020	Cole, Tanner C	10/31/2020	Police Officer	180	5,623.00
11/4/2020	Diaz, Salvador M	10/31/2020	Police Officer	170.5	6,014.92
11/4/2020	Duede, Jimmy C	10/31/2020	Police Officer	170	5,861.00
11/4/2020	Fortin, Brian R	10/31/2020	Detective	174	6,360.84
11/4/2020	Harris, Tanner M	10/31/2020	Police Officer	172	6,133.34
11/4/2020	Langlois, Joseph T	10/31/2020	Police Officer	176	5,939.00
11/4/2020	Schild, Andrew D	10/31/2020	Police Officer	173	5,576.12
11/4/2020	Schmick, Dylan E	10/31/2020	Police Officer	186	6,139.06
11/4/2020	Watkins, Daniel I	10/31/2020	Police Officer	180	5,861.00
11/4/2020	Brink, Brielle M	10/31/2020	Records Clerk	177	3,642.00
11/4/2020	Nordman, Ronald A	10/31/2020	Special Enforcement Officer	181.5	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 October 31, 2020

Shawn Doering
Civil Service Secretary/Payroll Clerk

JoAnn Wiggins
Commission Chair

City of College Place

625 S College Avenue
College Place, WA 99324
(509)394-8508
FAX: (509)525-5352

November 12, 2020

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

Dear Commissioners:

As a result of the open and competitive testing process to establish a Lateral-Level Police Officer Eligibility list which concluded on November 10, 2020, the following eligibility list is outlined for your approval and certification:

Lateral Police Officer	
Rank	Name
1	Rhodes, Brandon

Respectfully,



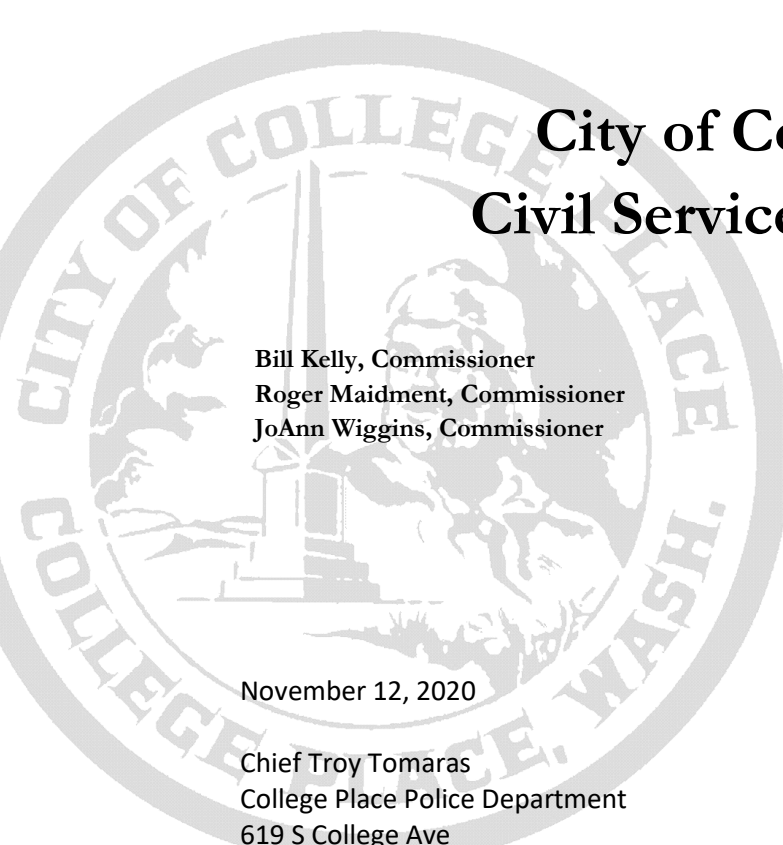
Shawn Doering
Civil Service Secretary

Certified by:

JoAnn Wiggins, Commission Chair

Roger Maidment, Commission Vice-Chair

Bill Kelly, Commissioner



City of College Place Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

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

November 12, 2020

Chief Troy Tomaras
College Place Police Department
619 S College Ave
College Place, WA 99324

Dear Chief Tomaras,

On 11/12/2020, the Civil Service Commission approved an updated eligibility list. Below is the certified list of eligible Entry-Level Police Officer candidates for the Police Officer position:

Name
Graham, Candra
Moscowitz, Jason
Shultz, Matthew

Respectfully,

JoAnn Wiggins, Commission Chair

Roger Maidment, Commission Vice-Chair

Bill Kelly, Commissioner

City of College Place

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November 12, 2020

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Roger Maidment, Commission Vice-Chair
Bill Kelly, Commissioner

Dear Commissioners:

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Lateral Police Officer	
Rank	Name
1	Rhodes, Brandon

Respectfully,



Shawn Doering
Civil Service Secretary

Certified by:

JoAnn Wiggins, Commission Chair

Roger Maidment, Commission Vice-Chair

Bill Kelly, Commissioner



City of College Place

Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

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

November 12, 2020

Chief Troy Tomaras
College Place Police Department
619 S College Ave
College Place, WA 99324

Dear Chief Tomaras,

On 11/12/2020, the Civil Service Commission approved an updated eligibility list. Below is the certified list of eligible Lateral-Level Police Officer candidates for the Police Officer position:

Name
Rhodes, Brandon

Respectfully,

JoAnn Wiggins, Commission Chair

Roger Maidment, Commission Vice-Chair

Bill Kelly, Commissioner

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College Place, WA 99324
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November 12, 2020

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

Dear Commissioners:

As a result of the open and competitive testing process to establish a Police Records Clerk Eligibility list which concluded on November 10, 2020, the following eligibility list is outlined for your approval and certification:

Police Records Clerk		
Rank	Name	Score
1	Holt, Nylah	85.48
2	St Clair, Andrea Marie	81.78
3	Daniel, Rebecca J	78.75
4	Bobbitt, Shana	78.68
5	Roberts, Heidi	77.75
6	Finnie, Chanel L	77.60
7	Anderson, Brittany H	77.43
8	Hammill, Vera	77.08
9	Trego, Stacie M	76.65
10	Belknap, Amy L	75.63
11	Noffsinger, Jamie	75.40
12	Lebold, Rachelle E	74.00

Respectfully,



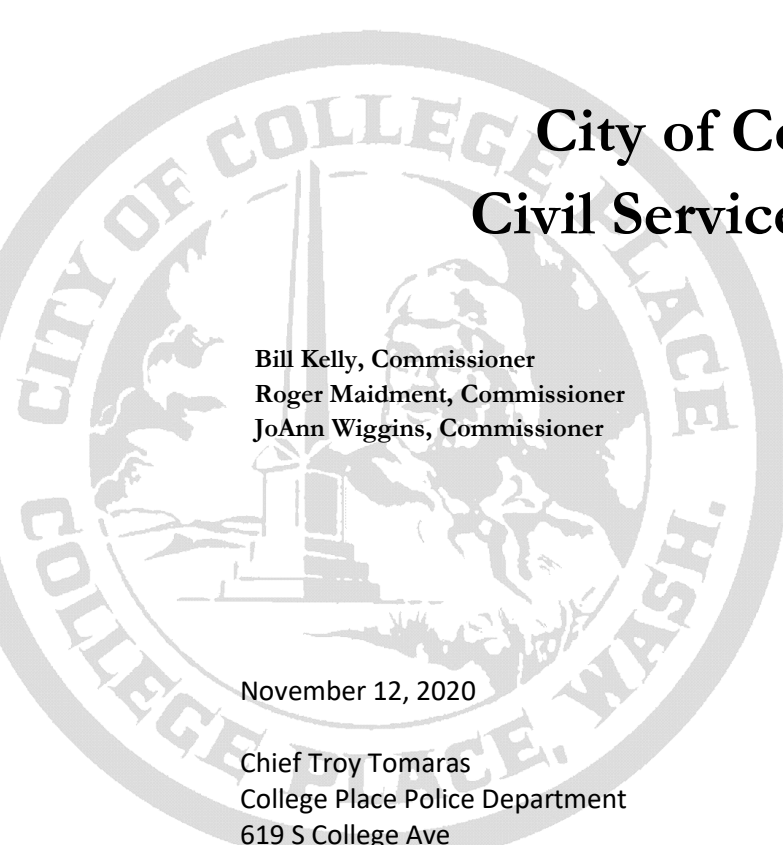
Shawn Doering
Civil Service Secretary

Certified by:

JoAnn Wiggins
Commission Chair

Roger Maidment
Commission Vice-Chair

Bill Kelly
Commissioner



City of College Place Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

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Civil Service Secretary
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509-394-8508

November 12, 2020

Chief Troy Tomaras
College Place Police Department
619 S College Ave
College Place, WA 99324

Dear Chief Tomaras,

On 11/12/2020, the Civil Service Commission approved an updated eligibility list. Below is the certified list of eligible candidates for the Police Records Clerk position:

Name
Daniel, Rebecca J
Hold, Nylah
St. Clair, Andres Marie

Respectfully,

JoAnn Wiggins, Commission Chair

Roger Maidment, Commission Vice-Chair

Bill Kelly, Commissioner