

Thursday, December 10, 2020  
Electronic College Place Civil Service Commission

12:00 P.M.

Zoom Attendee Link: <https://zoom.us/j/96992833574>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at [https://www.youtube.com/channel/UCbx3qrqzLDL\\_05NusReSI-g/featured](https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured)

Or you may call this number to listen: 1-669-900-9128 ID#969 9283 3574

## 1. OPENING ITEMS

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| Subject :  | 1.01 Call to Order                                               |
| Meeting :  | Dec 10, 2020 - Electronic College Place Civil Service Commission |
| Category : | 1. OPENING ITEMS                                                 |
| Type :     | Procedural                                                       |

## 2. CONSENT AGENDA

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| Subject :  | 2.01 Approve Agenda for December 10, 2020                        |
| Meeting :  | Dec 10, 2020 - Electronic 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 November 12, 2020                      |
| Meeting :  | Dec 10, 2020 - Electronic College Place Civil Service Commission |
| Category : | 2. CONSENT AGENDA                                                |
| Type :     | Action (Consent)                                                 |

### File Attachments

[11\\_12\\_2020\\_CivilServiceMeetingMinutes.pdf \(108 KB\)](#)

### 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 November 2020  
Meeting : Dec 10, 2020 - Electronic College Place Civil Service Commission  
Category : 2. CONSENT AGENDA  
Type : Action (Consent)

## File Attachments

[11 - 2020 Payroll Certification.pdf \(422 KB\)](#)

## 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 the Consent Agenda  
Meeting : Dec 10, 2020 - Electronic 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 December 10, 2020, the minutes from November 12, 2020, and payroll from November 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

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Subject : 3.01 Review & Approve the Entry-Level Police Officer Eligibility list  
Meeting : Dec 10, 2020 - Electronic College Place Civil Service Commission  
Category : 3. REGULAR AGENDA  
Type : Action  
Recommended Action : Motion to approve the Entry-Level Police Officer Eligibility list WITH CORRECTIONS.

# Public Content

On November 12, 2020, the Civil Service Commission approved the entry-level eligibility list. When preparing the notifications to the applicants outlining their scores and placement I noticed that I had incorrectly entered the written test score for two of the applicants. This did not change the top three positions that were forwarded to the Chief, but did change the placement of three candidates further down on the list. The notifications went out with the correct scores and placement, but the list needs to be updated.

## File Attachments

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

|                      |                                                                                   |
|----------------------|-----------------------------------------------------------------------------------|
| Subject :            | 3.02 Approve Certified Eligibility List                                           |
| Meeting :            | Dec 10, 2020 - Electronic College Place Civil Service Commission                  |
| Category :           | 3. REGULAR AGENDA                                                                 |
| Type :               | Action                                                                            |
| Recommended Action : | Motion to approve the Certified Eligibility List and forward to the Police Chief. |

# Public Content

On 11/20/2020, Matthew Shults notified the Civil Service Secretary that he had accepted another position. Per Civil Service Rule 10.05.07, his name has been removed and an additional candidate has been added to the Certified Eligibility List of Entry-Level Police Officer candidates for the Police Officer position:

## File Attachments

[Entry-Level Police Officer Chief's List - 12-2020.pdf \(682 KB\)](#)

## 4. REPORTS & DISCUSSION

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| Subject :  | 4.01 Any Business for the Good of the Order                      |
| Meeting :  | Dec 10, 2020 - Electronic College Place Civil Service Commission |
| Category : | 4. REPORTS & DISCUSSION                                          |
| Type :     | Discussion                                                       |

## 5. CLOSING ITEMS

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| Subject :  | 5.01 Adjourn                                                     |
| Meeting :  | Dec 10, 2020 - Electronic College Place Civil Service Commission |
| Category : | 5. CLOSING ITEMS                                                 |
| Type :     | Procedural                                                       |

**College Place Civil Service Commission (Thursday, November 12, 2020)**

Generated by Shawn Doering on Thursday, November 12, 2020

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

ABSENT:

## 1. OPENING ITEMS

**Commissioner Wiggins called the meeting to order at 12:03pm**

Procedural: 1.01 Public Comment

**There was no public comment.**

## 2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for November 12, 2020

Action (Consent): 2.02 Approve Minutes from October 8, 2020

Action (Consent): 2.03 Approve Payroll from October 2020

Action (Consent): 2.04 Approve the Consent Agenda

**Commissioner Kelly made a motion to approve the consent agenda which included the agenda for November 12, 2020, the minutes from October 8, 2020, and payroll from October 2020. Second by Commissioner Maidment, the motion passed 3/0.**

## 3. REGULAR AGENDA

Action: 3.01 Review &amp; Certify Entry-Level Police Officer Eligibility list

**Commissioner Maidment made a motion to certify the Entry-Level Police Officer Eligibility list and forward the top three candidates to the Police Chief. Second by Commissioner Kelly, the motion passed 3/0.**

Action: 3.02 Review &amp; Certify Lateral-Level Police Officer Eligibility list

**Commissioner Maidment made a motion to certify the Lateral-Level Police Officer Eligibility list and forward the candidate to the Police Chief. Second by Commissioner Kelly, the motion passed 3/0.**

Action: 3.03 Records Clerk Transfer

**Commissioner Maidment made a motion to approve allowing the current full-time Police Records Clerk to transfer to the part-time Police Records Clerk position. Second by Commissioner Kelly, the motion passed 3/0.**

Action: 3.04 Review &amp; Certify the Police Records Clerk Eligibility list

**Commissioner Maidment made a motion to certify the Police Records Clerk Eligibility list and forward the top three candidates to the Police Chief AFTER CORRECTING THE SPELLING OF TWO CANDIDATES NAMES (NYLAH HOLT & ANDREA ST CLAIR). Second by Commissioner Kelly, the motion passed 3/0.**

## 4. REPORTS &amp; DISCUSSION

Reports: 4.01 New hire - Fire Department

Discussion: 4.02 Discussion regarding October 2020 Civil Service Conference

Discussion: 4.03 Any Business for the Good of the Order

## 5. CLOSING ITEMS

Procedural: 5.01 Adjourn

**Commissioner Maidment made a motion to adjourn the meeting at 12:21pm. Second by Commissioner Kelly, the motion passed 3/0.**

Approved:

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Commission Chair

Attest:

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Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred November 12, 2020.

## Civil Service Employee Payroll

| Pay Date  | Employee           | Paid Thru  | Position                    | Hours  | Gross Pay |
|-----------|--------------------|------------|-----------------------------|--------|-----------|
| 12/3/2020 | Boose, John A      | 11/30/2020 | Firefighter                 | 176    | 5,703.86  |
| 12/3/2020 | Downs, Emily A     | 11/30/2020 | Firefighter                 | 229    | 5,683.50  |
| 12/3/2020 | Drury, Charles O   | 11/30/2020 | Firefighter                 | 231    | 6,341.58  |
| 12/3/2020 | Evensen, Patrick J | 11/30/2020 | Firefighter                 | 242    | 7,994.22  |
| 12/3/2020 | Williams, Troy J   | 11/30/2020 | Firefighter                 | 230    | 5,779.02  |
| 12/3/2020 | Barr, Marianne K   | 11/30/2020 | Chief Clerk - PD            | 168    | 5,496.80  |
| 12/3/2020 | Benfield, Robert D | 11/30/2020 | Patrol Sergeant             | 160    | 8,478.60  |
| 12/3/2020 | Parker, Alan J     | 11/30/2020 | Patrol Sergeant             | 152    | 6,889.00  |
| 12/3/2020 | Adams, Eric H      | 11/30/2020 | Police Officer              | 186    | 7,452.78  |
| 12/3/2020 | Cole, Tanner C     | 11/30/2020 | Police Officer              | 185.75 | 6,871.80  |
| 12/3/2020 | Diaz, Salvador M   | 11/30/2020 | Police Officer              | 179.75 | 9,937.94  |
| 12/3/2020 | Duede, Jimmy C     | 11/30/2020 | Police Officer              | 161    | 8,764.43  |
| 12/3/2020 | Fortin, Brian R    | 11/30/2020 | Detective                   | 172    | 7,667.62  |
| 12/3/2020 | Harris, Tanner M   | 11/30/2020 | Police Officer              | 179.5  | 9,981.82  |
| 12/3/2020 | Langlois, Joseph T | 11/30/2020 | Police Officer              | 175    | 8,080.25  |
| 12/3/2020 | Schild, Andrew D   | 11/30/2020 | Police Officer              | 168.5  | 8,500.44  |
| 12/3/2020 | Schmick, Dylan E   | 11/30/2020 | Police Officer              | 199    | 9,048.83  |
| 12/3/2020 | Watkins, Daniel I  | 11/30/2020 | Police Officer              | 194.75 | 8,938.17  |
| 12/3/2020 | Brink, Brielle M   | 11/30/2020 | Records Clerk               | 168    | 3,642.00  |
| 12/3/2020 | Nordman, Ronald A  | 11/30/2020 | Special Enforcement Officer | 160    | 4,709.65  |

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 November 30, 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 (Corrected on December 10, 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 an Entry-Level Police Officer Eligibility list which concluded on October 12, 2020, the following eligibility list is outlined for your approval and certification:

| Entry-Level Police Officer |                              |       |
|----------------------------|------------------------------|-------|
| Rank                       | Name                         | Score |
| 1                          | Shultz, Matthew              | 93.78 |
| 2                          | Moscowitz, Jason             | 85.51 |
| 3                          | Graham, Candra               | 85.17 |
| 4                          | Webber-Williams, Christopher | 84.92 |
| 5                          | DeBartolo, Thomas            | 84.59 |
| 6                          | Phillips, Caleb              | 80.73 |
| 7                          | Lindquist, Marcus            | 80.69 |
| 8                          | Jordan, Joseph               | 80.14 |
| 9                          | Clark, Connor                | 77.58 |
| 10                         | Reynolds, Joshua             | 76.85 |
| 11                         | Templeton, Joshua            | 76.67 |
| 12                         | Cruz, Alejandro Enrique      | 76.50 |
| 13                         | Blomberg, Benjamin           | 76.28 |

Respectfully,



Shawn Doering  
Civil Service Secretary

Certified by:

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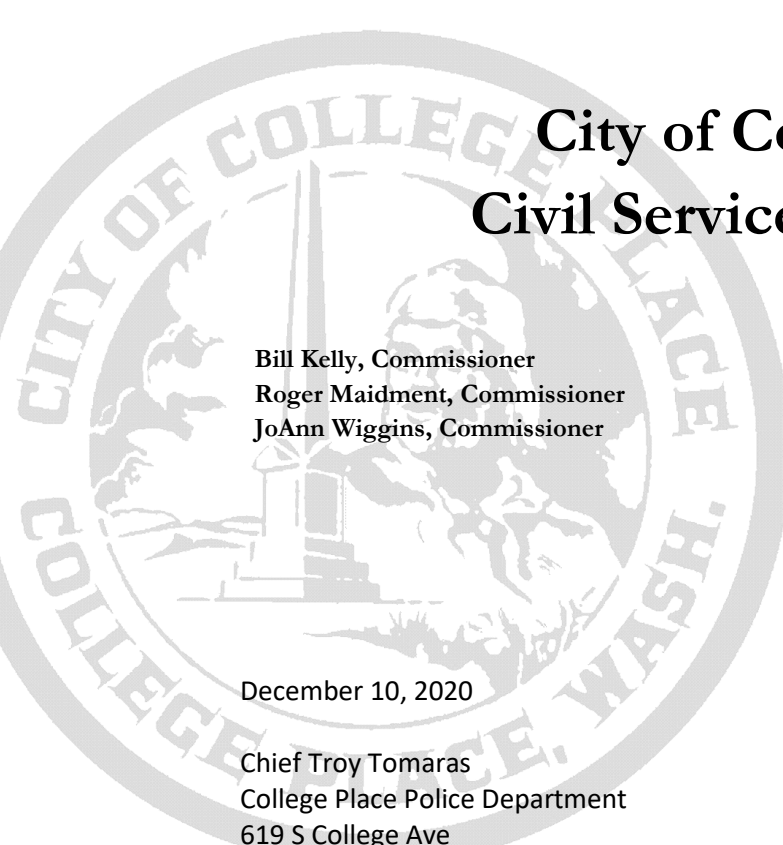
JoAnn Wiggins  
Commission Chair

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Roger Maidment  
Commission Vice-Chair

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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](mailto:sdoering@cpwa.us)  
509-394-8508

December 10, 2020

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

Dear Chief Tomaras,

On 11/20/2020, Matthew Shults notified the Civil Service Secretary that he had accepted another position. Per Civil Service Rule 10.05.07, his name has been removed and an additional candidate has been added to the Certified Eligibility List of Entry-Level Police Officer candidates for the Police Officer position:

| Name                         |
|------------------------------|
| Graham, Candra               |
| Moscowitz, Jason             |
| Webber-Williams, Christopher |

Respectfully,

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JoAnn Wiggins, Commission Chair

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Roger Maidment, Commission Vice-Chair

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Bill Kelly, Commissioner