

Thursday, June 9, 2022
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person component at 625 S College Avenue, College Place WA

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#819 7451 1163 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/81974511163>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Commission Chair RogerMaidment

Commissioner Bill Kelly

Commissioner JoAnn Wiggins

Civil Service Secretary, Shawn Doering

City Clerk, Lisa Neissl

Subject :	1.03 Public Comment
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

2. CONSENT AGENDA

Subject : 2.01 Approve June 9, 2022 Agenda
Meeting : Jun 9, 2022 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information
Subject : 2.02 Approve April 14, 2022 Minutes
Meeting : Jun 9, 2022 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information, Minutes
Minutes : [View Minutes](#) for Apr 14, 2022 - College Place Civil
Service Commission - Hybrid Me

File Attachments

[4_14_2022_CivilServiceMeetingMinutes.pdf \(109 KB\)](#)

Subject : 2.03 Approve April and May 2022 Payroll
Meeting : Jun 9, 2022 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

Administrative File Attachments

[04.2022 Payroll Certification.pdf \(424 KB\)](#)
[05.2022 Payroll Certification.pdf \(424 KB\)](#)

Subject : 2.04 Approve Consent Agenda
Meeting : Jun 9, 2022 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent)
Recommended Action : Motion to approve the consent agenda which includes the
agenda for June 9, 2022, the minutes from April 14, 2022,
and the April and May 2022 payroll.

Public Content

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.

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 :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Firefighter Eligibility List and certify the top six names to the Chief.

Public Content

At the Civil Service meeting on April 14, 2022, Commissioners approved the testing process to establish a Firefighter Eligibility List. The Physical Agility and written testing were held on May 24, 2022. There were 13 applicants, five didn't show on the day of testing, and two did not pass the Physical Agility Test. Six candidates passed the Physical Agility test and advanced to the oral board interview on May 26, 2022.

Per the Civil Services Rules below, if available, six names will be certified to the Chief as the City currently has four Firefighter positions open.

10.05.03 - CERTIFICATION. If a vacancy is to be filled from a promotional or original register, the Secretary shall certify to the appointing authority the names of the three available eligibles that stand highest on the appropriate register. If less than three names are on the list the Commission may certify the available names or decide by majority vote to retest and establish a new eligibility list.

10.05.05 - MULTIPLE VACANCIES. If two or more vacancies are to be filled from any of the above registers other than the reinstatement register, the name of one additional person shall be certified for each additional position.

File Attachments

[Firefighter Eligibility List 6-2022.pdf \(457 KB\)](#)

[Certified Chiefs List 6-2022.pdf \(778 KB\)](#)

Administrative File Attachments

[FF Final Scoring - 2022.pdf \(431 KB\)](#)

Subject :	3.02 Part-time Records Clerk Eligibility List
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Part-time Records Clerk Eligibility List as presented and certify the top three candidates to the Chief.

Public Content

At the Civil Service meeting on April 14, 2022, Commissioners approved the testing process to establish a Part-time Police Records Clerk Eligibility List. The office skills testing took place on June 2, 3, and 6, 2022. There were twenty-seven applicants. Eleven candidates either withdrew their application, didn't scheduled the office skills testing, or were disqualified. Twelve of the sixteen candidates that completed the office skills testing proceeded to the oral board interview on June 7 & 8, 2022.

File Attachments

[Part-time Police Records Clerk Eligibility List 2022.docx \(57 KB\)](#)

[Part-time Police Records Clerk-Certified Chiefs List 6-2022.pdf \(681 KB\)](#)

Administrative File Attachments

[Office Skills Testing.pdf \(445 KB\)](#)

Subject :	3.03 Any Other Business for the Good of the Order
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion

4. CLOSING ITEMS

Subject :	4.01 Conclusion - Motion to conclude the meeting
Meeting :	Jun 9, 2022 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, April 14, 2022)*Generated by Shawn Doering on Thursday, April 14, 2022***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

Chair Maidment called the meeting to order at 12:04pm

Information, Procedural: 1.02 Roll Call

PRESENT:Commission
MembersRoger Maidment;
Bill Kelly

Staff

Civil Service Secretary, Shawn Doering;
City Clerk, Lisa R. Neissl
JoAnn Wiggins**MEMBERS EXCUSED:****MEMBERS ABSENT:**

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Information: 2.01 Approve April 14, 2022 Agenda

Information, Minutes: 2.02 Approve March 10, 2022 Minutes

Information: 2.03 Approve March 2022 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Kelly made a motion to approve the consent agenda which included the agenda for April 14, 2022, the minutes from March 10, 2022, and the March 2022 payroll. Second by Commissioner Maidment and the motion passed 2-0.**3. REGULAR AGENDA**

Action: 3.01 Update to Civil Service Rules

Commissioner Kelly made a motion to approve the updated Civil Service Rules as presented. Second by Commissioner Maidment and the motion passed 2-0.

Action: 3.02 Firefighter Testing

Commissioner Kelly made a motion to approve the Firefighter Testing process as presented. Second by Commissioner Maidment and the motion passed 2-0.

Action: 3.03 Part-time Records Clerk Testing

Commissioner Kelly made a motion to approve the Part-time Records Clerk Testing process as presented. Second by Commissioner Maidment and the motion passed 2-0.

Information: 3.04 New hire - Police Department

Discussion: 3.05 Any Other Business for the Good of the Order

None**4. CLOSING ITEMS**

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Kelly made a motion to conclude the meeting at 12:20PM. Second by Commissioner Maidment and, with no objection, the meeting ended.

Approved:

Roger Maidment

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred April 14, 2022. Further detail may be obtained by reviewing the actual audio recording made during this session.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
5/4/2022	Boose, John A	4/30/2022	Firefighter	172	6,105.74
5/4/2022	Downs, Emily A	4/30/2022	Firefighter	216	5,601.74
5/4/2022	Drury, Charles O	4/30/2022	Firefighter	228	6,055.74
5/4/2022	Evensen, Patrick J	4/30/2022	Firefighter	189	7,112.54
5/4/2022	Williams, Troy J	4/30/2022	Firefighter	250	6,080.34
5/4/2022	Benfield, Robert D	4/30/2022	Police Lieutenant	168	7,996.00
5/4/2022	Barr, Marianne K	4/30/2022	Chief Clerk - PD	168	4,646.00
5/4/2022	Diaz, Salvador M	4/30/2022	Patrol Sergeant	171.75	7,067.00
5/4/2022	Schmick, Dylan E	4/30/2022	Patrol Sergeant	182	7,850.60
5/4/2022	Adams, Eric H	4/30/2022	Police Officer	170	6,271.00
5/4/2022	Barker, Kyle A	4/30/2022	Probationary	160	5,043.00
5/4/2022	Cole, Tanner C	4/30/2022	Police Officer	170	6,443.00
5/4/2022	Duede, Jimmy C	4/30/2022	Police Officer	170	6,706.00
5/4/2022	Fortin, Brian R	4/30/2022	Detective	160	6,840.00
5/4/2022	Harris, Tanner M	4/30/2022	Police Officer	175.5	6,993.79
5/4/2022	Jackson, Joshua	4/30/2022	Police Officer	131	4,798.03
5/4/2022	Langlois, Joseph T	4/30/2022	Police Officer	169.25	6,682.51
5/4/2022	Rhodes, Brandon L	4/30/2022	Police Officer	170	6,326.00
5/4/2022	Schild, Andrew D	4/30/2022	Police Officer	170	6,418.00
5/4/2022	Watkins, Daniel I	4/30/2022	Police Officer	170	6,706.00
5/4/2022	Nordman, Ronald A	4/30/2022	Special Enforcement Officer	170	4,994.33
5/4/2022	St Clair, Andrea M	4/30/2022	Records Clerk	168	3,889.00

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 April 30, 2022

Shawn Doering
Civil Service Secretary/Payroll Clerk

Roger Maidment
Commission Chair

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
6/3/2022	Boose, John A	5/31/2022	Firefighter	189	6,305.74
6/3/2022	Downs, Emily A	5/31/2022	Firefighter	240	5,791.02
6/3/2022	Drury, Charles O	5/31/2022	Firefighter	233	6,921.80
6/3/2022	Evensen, Patrick J	5/31/2022	Firefighter	241	8,763.42
6/3/2022	Williams, Troy J	5/31/2022	Firefighter	240	5,909.70
6/3/2022	Benfield, Robert D	5/31/2022	Police Lieutenant	176	7,996.00
6/3/2022	Barr, Marianne K	5/31/2022	Chief Clerk - PD	183.25	4,937.45
6/3/2022	Diaz, Salvador M	5/31/2022	Patrol Sergeant	201	7,984.40
6/3/2022	Schmick, Dylan E	5/31/2022	Patrol Sergeant	173.25	7,716.84
6/3/2022	Adams, Eric H	5/31/2022	Police Officer	174	6,847.58
6/3/2022	Barker, Kyle A	5/31/2022	Probationary	176	5,043.00
6/3/2022	Cole, Tanner C	5/31/2022	Police Officer	178.25	7,273.32
6/3/2022	Duede, Jimmy C	5/31/2022	Police Officer	190.5	7,315.42
6/3/2022	Fortin, Brian R	5/31/2022	Detective	188	7,313.52
6/3/2022	Harris, Tanner M	5/31/2022	Police Officer	197.75	7,326.03
6/3/2022	Jackson, Joshua	5/31/2022	Police Officer	206	6,846.30
6/3/2022	Langlois, Joseph T	5/31/2022	Police Officer	176.75	6,653.91
6/3/2022	Rhodes, Brandon L	5/31/2022	Police Officer	190	6,873.50
6/3/2022	Schild, Andrew D	5/31/2022	Police Officer	172	6,899.40
6/3/2022	Watkins, Daniel I	5/31/2022	Police Officer	173.5	7,290.54
6/3/2022	Nordman, Ronald A	5/31/2022	Special Enforcement Officer	170	4,994.33
6/3/2022	St Clair, Andrea M	5/31/2022	Records Clerk	176	3,889.00

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, 2022

Shawn Doering
Civil Service Secretary/Payroll Clerk

Roger Maidment
Commission Chair



CITY OF COLLEGE PLACE

HUMAN RESOURCES DEPARTMENT

625 South College Avenue
College Place, WA 99324
509-529-1200

June 8, 2022

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

Re: Firefighter Testing

Dear Commissioners:

As a result of the open and competitive testing process, which concluded on May 27, 2022, to establish a Firefighter Eligibility List, the following list is outlined for your approval and certification:

Firefighter		
Rank	Name	Score
1	Bartlett, Logan K	93.90
2	Nilsson, Trenton M	92.94
3	Spring, Matthew W	89.37
4	Erb, Brittney E	88.57
5	Charnley-Ovens, Caitlin M	84.37
6	Bollinger, Tanner R	79.10

Respectfully,

A handwritten signature in blue ink that reads 'Shawn Doering'.

Shawn Doering
Civil Service Secretary

Certified by:

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner

City of College Place

Civil Service Commission

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

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

June 9, 2022

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

Dear Chief Winter,

On 6/9/2022, the Civil Service Commission approved an updated certified eligibility list. Per Civil Service Rule 10.05.05, six names are being certified as there are four open positions. Below are the certified eligible applicants for the position of Firefighter:

Name
Bartlett, Logan K
Bollinger, Tanner R
Charnley-Ovens, Caitlin M
Erb, Brittney E
Nilsson, Trenton M
Spring, Matthew W

Respectfully,

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner

Firefighter Testing 2022 - Results

PAT - 10%

Written - 40%

Interview - 50%

Candidate		HR	Mechanical	Math	Reading	Average	Weighted	Toby	John	Todd	Average	Weighted
Bartlett, Logan K	10.00%	92.29%	96.00%	100.00%	100.00%	97.07%	38.83%	80.00%	86.00%	88.00%	84.67%	42.33%
Nilsson, Trenton M	10.00%	86.25%	88.00%	100.00%	100.00%	93.56%	37.43%	83.50%	80.00%	78.00%	80.50%	40.25%
Spring, Matthew W	10.00%	90.21%	96.00%	100.00%	100.00%	96.55%	38.62%	78.00%	78.00%	78.00%	78.00%	39.00%
Erb, Brittney E	10.00%	93.47%	84.00%	77.78%	100.00%	88.81%	35.53%	85.00%	87.00%	81.00%	84.33%	42.17%
Charnley-Ovens, Caitlin M	5.00%	79.03%	88.00%	100.00%	100.00%	91.76%	36.70%	89.00%	85.00%	82.00%	85.33%	42.67%
Bollinger, Tanner R	10.00%	64.51%	84.00%	83.33%	93.33%	81.29%	32.52%	75.50%	73.00%	71.00%	73.17%	36.58%

Total

Score

Add %

Final Score

Additional Percentages

Candidate					Certs	Education	Volunteer	Veterans
Bartlett, Logan K	91.16%	2.73%	93.90%	3.00%	1%	0	2%	0
Nilsson, Trenton M	87.68%	5.26%	92.94%	6.00%	1%	0	5%	0
Spring, Matthew W	87.62%	1.75%	89.37%	2.00%	2%	0	0	0
Erb, Brittney E	87.69%	0.88%	88.57%	1.00%	0	0	1%	0
Charnley-Ovens, Caitlin M	84.37%	0.00%	84.37%	0.00%	0	0	0	0
Bollinger, Tanner R	79.10%	0.00%	79.10%	0.00%	0	0	0	0

Firefighter Testing 2022 - Results

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CITY OF COLLEGE PLACE

HUMAN RESOURCES DEPARTMENT

625 South College Avenue
College Place, WA 99324
509-529-1200

June 8, 2022

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

Dear Commissioners:

As a result of the open and competitive testing process to establish a Police Records Clerk Eligibility list which concluded on June 8, 2022, the following eligibility list is outlined for your approval and certification:

Police Records Clerk		
Rank	Name	Score
1	Weaver, Polli Jo	81.75
2	Graham, Jayme	81.72
3	Kruger-Bryan, Fadila	80.33
4	Bissell, Tiffany R	79.53
5	Garza, David Jr.	78.45
6	Roman, Daniela	78.44
7	Herrera, Jolie	72.98
8	De Leon, Terrilyn E.J.	72.62
9	Heiser, Linda K	72.35

Respectfully,

A handwritten signature in blue ink that reads 'Shawn Doering'.

Shawn Doering
Civil Service Secretary

Certified by:

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner

City of College Place

Civil Service Commission

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

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

June 8, 2022

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

Dear Chief Tomaras,

On June 9, 2022, the Civil Service Commission approved the Certified Eligibility list. Below is the certified list of eligible candidates for the Part-time Police Records Clerk position:

Name
Graham, Jayme
Kruger-Bryan, Fadila
Weaver, Polli Jo

Respectfully,

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner

Part-time Police Records Clerk Testing Results - 2022

Name	Microsoft Word	Customer Service	Filing Skills	Typing (AWPM)	Average
Merritt, Talitha	77.00%	90.00%	97.00%	97.00%	90.25%
Weaver, Polli Jo	83.00%	96.00%	91.00%	84.71%	88.68%
Garza, David Jr.	97.00%	88.00%	77.00%	74.75%	84.19%
Cook, Carol	70.00%	93.00%	74.00%	90.61%	81.90%
Roman, Daniela	87.00%	92.00%	89.00%	55.90%	80.97%
Kruger-Bryan, Fadila	87.00%	94.00%	100.00%	42.31%	80.83%
Bissell, Tiffany R	70.00%	92.00%	83.00%	74.85%	79.96%
Graham, Jayme	77.00%	92.00%	74.00%	66.44%	77.36%
De Leon, Terrilyn E.J.	73.00%	86.00%	80.00%	61.19%	75.05%
Cerda, Julissa	70.00%	93.00%	83.00%	52.61%	74.65%
Herrera, Jolie	67.00%	97.00%	63.00%	64.78%	72.94%
Heiser, Linda K	67.00%	89.00%	94.00%	41.51%	72.88%

Name	M.Barr	P.Blakely	A.St.Clair	J.Langlois	Average
Merritt, Talitha	63.00%	59.00%	63.00%	65.00%	62.50%
Weaver, Polli Jo	72.00%	79.00%	80.00%	77.50%	77.13%
Herrera, Jolie	67.00%	72.50%	75.50%	77.00%	73.00%
Cook, Carol	66.00%	67.50%	68.00%	69.00%	67.63%
Roman, Daniela	75.50%	75.00%	80.00%	76.50%	76.75%
Garza, David Jr.	72.00%	75.00%	76.00%	75.50%	74.63%
Kruger-Bryan, Fadila	77.50%	81.50%	81.50%	79.50%	80.00%
Bissell, Tiffany R	75.50%	80.50%	79.50%	81.50%	79.25%
De Leon, Terrilyn E.J.	73.00%	70.00%	69.00%	72.00%	71.00%
Graham, Jayme	80.00%	88.50%	87.50%	82.50%	84.63%
Heiser, Linda K	73.00%	71.00%	70.00%	74.00%	72.00%
Cerda, Julissa	68.00%	68.00%	68.50%	73.00%	69.38%

Name	Office Skills Testing (Weighted at 40%)	Oral Interviews (Weighted at 60%)	Total Score
Weaver, Polli Jo	88.68%	77.13%	81.75%
Graham, Jayme	77.36%	84.63%	81.72%
Kruger-Bryan, Fadila	80.83%	80.00%	80.33%
Bissell, Tiffany R	79.96%	79.25%	79.53%
Garza, David Jr.	84.19%	74.63%	78.45%
Roman, Daniela	80.97%	76.75%	78.44%
Merritt, Talitha	90.25%	62.50%	73.60%
Cook, Carol	81.90%	67.63%	73.34%
Herrera, Jolie	72.94%	73.00%	72.98%
De Leon, Terrilyn E.J.	75.05%	71.00%	72.62%
Heiser, Linda K	72.88%	72.00%	72.35%
Cerda, Julissa	74.65%	69.38%	71.49%