

Thursday, May 11, 2023  
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person component at the College Place Fire Department at 629 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](https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured)

Or you may call this number to listen: 1-669-900-9128

ID#824 4646 1891 Phone controls: \*6 - toggle mute/un-mute and \*9 - raise hand

Link for public: <https://us06web.zoom.us/j/82446461891>

## 1. OPENING ITEMS

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|            |                                                                        |
|------------|------------------------------------------------------------------------|
| Subject :  | 1.01 Call To Order                                                     |
| Meeting :  | May 11, 2023 - College Place Civil Service Commission - Hybrid Meeting |
| Category : | 1. OPENING ITEMS                                                       |
| Access :   | Public                                                                 |
| Type :     | Procedural                                                             |

## Public Content

|            |                                                                        |
|------------|------------------------------------------------------------------------|
| Subject :  | 1.02 Roll Call                                                         |
| Meeting :  | May 11, 2023 - 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, Sherri St. Clair

|            |                                                                        |
|------------|------------------------------------------------------------------------|
| Subject :  | 1.03 Public Comment                                                    |
| Meeting :  | May 11, 2023 - College Place Civil Service Commission - Hybrid Meeting |
| Category : | 1. OPENING ITEMS                                                       |

Access : Public  
Type : Procedural

## 2. CONSENT AGENDA

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Subject : 2.01 Approve May 11, 2023 Agenda  
Meeting : May 11, 2023 - College Place Civil Service  
Commission - Hybrid Meeting  
Category : 2. CONSENT AGENDA  
Access : Public  
Type : Action (Consent)

### File Attachments

[05\\_11\\_2023\\_CivilServiceAgenda.pdf \(95 KB\)](#)

### 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 : 2.02 Approve April 13, 2023 Minutes  
Meeting : May 11, 2023 - College Place Civil Service  
Commission - Hybrid Meeting  
Category : 2. CONSENT AGENDA  
Access : Public  
Type : Action (Consent), Minutes  
Minutes : [View Minutes](#) for Apr 13, 2023 - College Place Civil  
Service Commission - Hybrid Meeting

### File Attachments

[4\\_13\\_2023\\_CivilServiceMeetingMinutes.pdf \(67 KB\)](#)

### 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 April 2023 Payroll  
Meeting : May 11, 2023 - College Place Civil Service  
Commission - Hybrid Meeting  
Category : 2. CONSENT AGENDA

Access : Public  
Type : Action (Consent), Information

## Administrative File Attachments

[04.2023 Payroll Certification.pdf \(426 KB\)](#)

### 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  
Meeting : May 11, 2023 - 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 May 11, 2023, the minutes from April 13, 2023, and the April 2023 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

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Subject : 3.01 Firefighter Testing  
Meeting : May 11, 2023 - College Place Civil Service Commission - Hybrid Meeting  
Category : 3. REGULAR AGENDA  
Access : Public

Type :

Action

Recommended Action :

Motion to approve the Firefighter testing process as presented.

## Public Content

Fire Chief Winter submitted a request that we start the Firefighter testing process to establish an updated eligibility list as the current list expires on June 9, 2023.

### File Attachments

[Eligibility list request May 2 2023.pdf \(611 KB\)](#)

[Civil Service Testing Information - Firefighter 2023.pdf \(1,040 KB\)](#)

Subject :

3.02 Any Other Business for the Good of the Order

Meeting :

May 11, 2023 - College Place Civil Service  
Commission - Hybrid Meeting

Category :

3. REGULAR AGENDA

Access :

Public

Type :

Discussion

## 4. CLOSING ITEMS

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Subject :

4.01 Conclusion - Motion to conclude the meeting

Meeting :

May 11, 2023 - College Place Civil Service  
Commission - Hybrid Meeting

Category :

4. CLOSING ITEMS

Access :

Public

Type :

Procedural



**Thursday, May 11, 2023**  
**College Place Civil Service Commission - Hybrid Meeting**

**12:00 P.M.**

**In-Person component at the College Place Fire Department at 629 S College Avenue, College Place WA**

**Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at**  
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**1. OPENING ITEMS**

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1.01 Call To Order

1.02 Roll Call

1.03 Public Comment

**2. CONSENT AGENDA**

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2.01 Approve May 11, 2023 Agenda

2.02 Approve April 13, 2023 Minutes

2.03 Approve April 2023 Payroll

2.04 Approve Consent Agenda

**3. REGULAR AGENDA**

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3.01 Firefighter Testing

3.02 Any Other Business for the Good of the Order

**4. CLOSING ITEMS**

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4.01 Conclusion - Motion to conclude the meeting

**College Place Civil Service Commission - Hybrid Meeting (Thursday, April 13, 2023)***Generated by Shawn Doering on Thursday, April 13, 2023***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

**Commissioner Maidment called the meeting to order at 12:01 PM.**

Information, Procedural: 1.02 Roll Call

**PRESENT:**Commission  
MembersRoger Maidment;  
Bill Kelly

Staff

Civil Service Secretary, Shawn Doering;  
City Clerk, Sherri St. Clair**MEMBERS EXCUSED:****MEMBERS ABSENT:**

JoAnn Wiggins

Procedural: 1.03 Public Comment

**None****2. CONSENT AGENDA**

Action (Consent): 2.01 Approve April 13, 2023 Agenda

Action (Consent), Minutes: 2.02 Approve February 24, 2023 Minutes

Action (Consent), Information: 2.03 Approve February and March 2023 Payroll

Action (Consent): 2.04 Approve Consent Agenda

**Commissioner Kelly made a motion to approve the consent agenda which includes the agenda for April 13, 2023, the minutes from February 24, 2023, and payroll from February and March 2023. Second by Commissioner Maidment and the motion passed 2-0.****3. REGULAR AGENDA**

Information: 3.01 Boudrieau and Bushkovskiy

Discussion: 3.02 Any Other Business for the Good of the Order

**4. CLOSING ITEMS**

Procedural: 4.01 Conclusion - Motion to conclude the meeting

**Commissioner Kelly made a motion to conclude the meeting at 12:04 PM. Second by Commissioner Maidment and, with no objection, the meeting concluded.**

Approved:

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Roger Maidment

Attest:

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Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred April 13, 2023. 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 |
|----------|----------------------|-----------|-----------------------------|--------|-----------|
| 5/3/2023 | Bartlett, Logan K    | 4/30/2023 | Firefighter                 | 230    | 5,681.18  |
| 5/3/2023 | Boose, John A        | 4/30/2023 | Firefighter                 | 179    | 6,348.50  |
| 5/3/2023 | Downs, Emily A       | 4/30/2023 | Firefighter                 | 242    | 6,070.18  |
| 5/3/2023 | Drury, Charles O     | 4/30/2023 | Firefighter                 | 216    | 6,298.50  |
| 5/3/2023 | Erb, Brittney E      | 4/30/2023 | Firefighter                 | 276    | 8,189.98  |
| 5/3/2023 | Evensen, Patrick J   | 4/30/2023 | Firefighter                 | 178.5  | 6,913.76  |
| 5/3/2023 | Nilsson, Trenton M   | 4/30/2023 | Firefighter                 | 240    | 5,609.50  |
| 5/3/2023 | Williams, Troy J     | 4/30/2023 | Firefighter                 | 209    | 6,118.50  |
| 5/3/2023 | Barr, Marianne K     | 4/30/2023 | Chief Clerk - PD            | 165    | 5,041.10  |
| 5/3/2023 | Diaz, Salvador M     | 4/30/2023 | Patrol Sergeant             | 182.75 | 8,314.51  |
| 5/3/2023 | Schmick, Dylan E     | 4/30/2023 | Patrol Sergeant             | 176    | 8,211.34  |
| 5/3/2023 | Adams, Eric H        | 4/30/2023 | Police Officer              | 170    | 6,847.40  |
| 5/3/2023 | Barker, Kyle A       | 4/30/2023 | Police Officer              | 192    | 7,342.14  |
| 5/3/2023 | Boudrieau, Brandon T | 4/30/2023 | Probationary                | 160    | 5,295.00  |
| 5/3/2023 | Bushkovskiy, Anton P | 4/30/2023 | Probationary                | 160    | 5,397.95  |
| 5/3/2023 | Cole, Tanner C       | 4/30/2023 | Police Officer              | 192    | 8,130.74  |
| 5/3/2023 | Fortin, Brian R      | 4/30/2023 | Detective                   | 168.5  | 7,829.69  |
| 5/3/2023 | Harris, Tanner M     | 4/30/2023 | Police Officer              | 176    | 7,259.68  |
| 5/3/2023 | Langlois, Joseph T   | 4/30/2023 | Police Officer              | 180.75 | 8,511.39  |
| 5/3/2023 | Rhodes, Brandon L    | 4/30/2023 | Police Officer              | 172    | 7,281.80  |
| 5/3/2023 | Schild, Andrew D     | 4/30/2023 | Police Officer              | 174    | 6,942.00  |
| 5/3/2023 | Watkins, Daniel I    | 4/30/2023 | Police Officer              | 176    | 7,595.20  |
| 5/3/2023 | Graham, Jayme L      | 4/30/2023 | Part-time Records Clerk     | 65.5   | 1,471.13  |
| 5/3/2023 | Nordman, Ronald A    | 4/30/2023 | Special Enforcement Officer | 160    | 5,382.62  |
| 5/3/2023 | St Clair, Andrea M   | 4/30/2023 | Records Clerk               | 160    | 4,185.00  |

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, 2023

Shawn Doering  
Civil Service Secretary/Payroll Clerk

Roger Maidment  
Commission Chair

# CITY OF COLLEGE PLACE

## FIRE DEPARTMENT

Chief David Winter  
629 S COLLEGE AVE  
COLLEGE PLACE WA 99324  
(509) 529-6506  
FAX (509) 529-0184

May 11, 2021

Dear Shawn Doering:

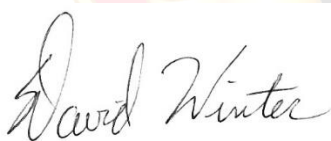
As per Section 10.03 of the *Rules and Regulations of the Civil Service Fire Commission of the City of College Place*, I am requesting that we establish a new eligibility list for the position of Firefighter for the College Place Fire Department.

I will let you determine what works best for you and Civil Service Commission regarding the advertising, applications, testing, and oral board dates.

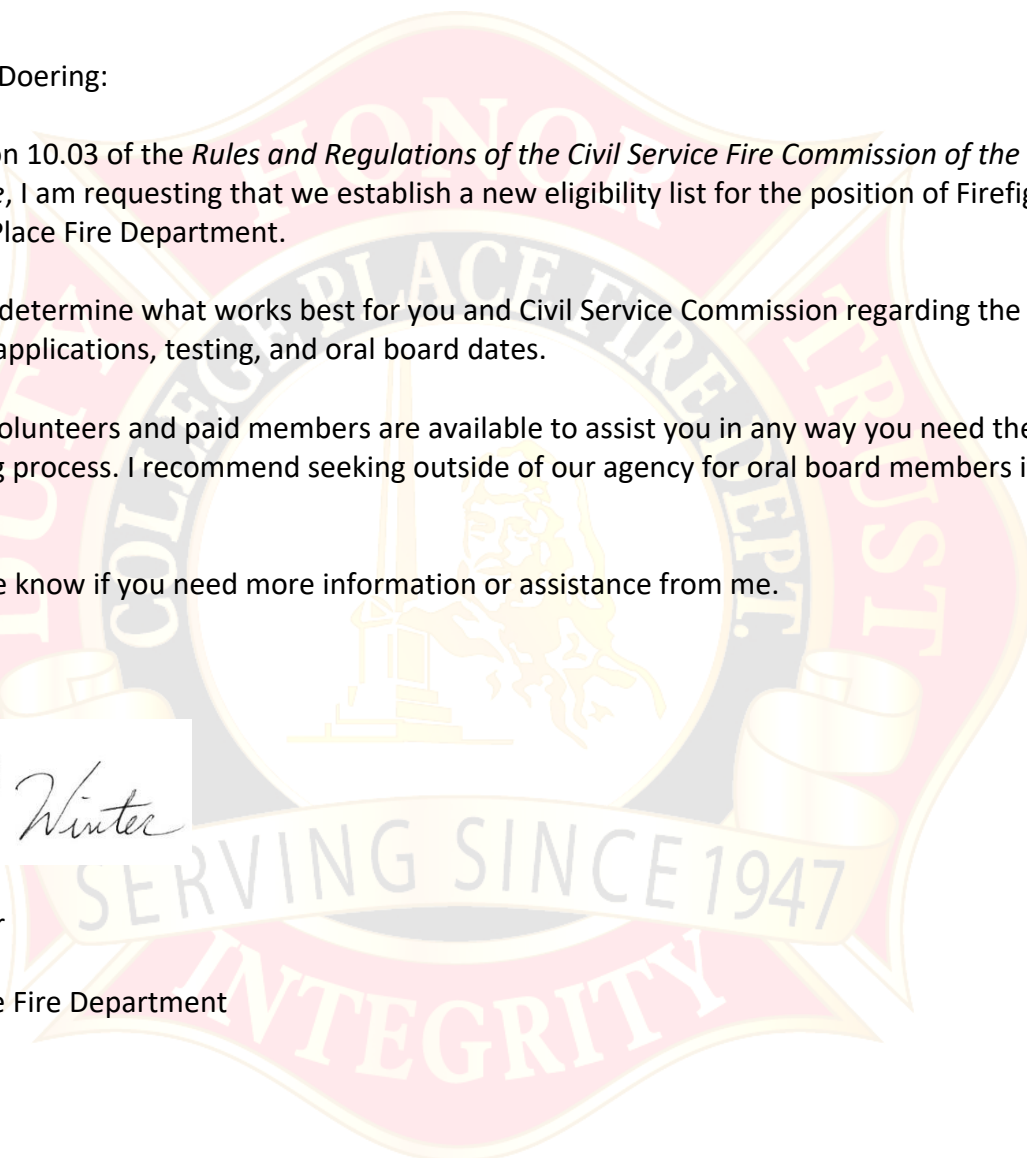
My staff of volunteers and paid members are available to assist you in any way you need them in the testing process. I recommend seeking outside of our agency for oral board members if possible.

Please let me know if you need more information or assistance from me.

Respectfully,



David Winter  
Fire Chief  
College Place Fire Department





# 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

### 2023 FIREFIGHTER ELIGIBILITY LIST TESTING INFORMATION

**APPLICATION PERIOD** - Applications are available online at the City of College Place Career Page at <https://www.governmentjobs.com/careers/cpwa>

OPEN: May 12, 2023  
CLOSE: May 28, 2023

#### PHYSICAL ABILITY TEST (PAT)

DATE: June 5, 2023 – 9:00am  
PLACE: Fire Training Tower, 300 Cayuse, Walla Walla, WA

#### WRITTEN TEST

DATE: June 5, 2023 – 1:00pm  
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

#### ORAL INTERVIEW

*The oral interview panel will consist of three experienced firefighters from local agencies.*

DATE: June 6, 2023 – time assigned after successful completion of PAT  
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

#### Firefighter testing information and requirements:

##### 1. Minimum Requirements:

- Must have a high school diploma or GED.
- Must possess a valid state driver's license.
- Must be at least 21 years of age at time of hire.
- Must be a US Citizen or Lawful Permanent Resident.
- Must have a Washington State EMT B license at the time of hire.
- Must have IFSAC Firefighter I certification at the time of hire.
- Must have Wildland Firefighter 2 at the time of hire.
- Must have one year of firefighting experience at time of hire.

## 2. Testing Components and Scoring

- Physical Ability Test (10% of final score, must be completed in six (6) minutes or less to advance or be placed on the eligibility list)
  - Under 4 minutes = 10%
  - 4:00 – 4:12 = 9%
  - 4:13 – 4:24 = 8%
  - 4:25 – 4:36 = 7%
  - 4:37 – 4:48 = 6%
  - 4:49 – 5:00 = 5%
  - 5:01 – 5:15 = 4%
  - 5:16 – 5:30 = 3%
  - 5:31 – 5:45 = 2%
  - 5:46 – 6:00 = 1%
  - 6:01 - + = Will not advance to written test
- Written Test (40% of final score, minimum of 70% to advance or be placed on the eligibility list)
- Oral Interview (50 % of final score)

### **Additional percentage points available\*:**

1. Education & Certification
  - IFSAC FF2 = 1%
  - IFSAC Pump-Operator = 1%
  - IFSAC Instructor 1 = 1%
  - Wildland Firefighter 1 = 1%.
  - Qualifying degree in our field (Fire Science, Emergency Management etc) = 1%
2. Veteran's Preference
3. Service as a Volunteer Firefighter for the College Place Fire Department (Max 5%, see Civil Service Rules)

*\*Total additional percentage points will be multiplied by the total test score with the result added to obtain the final score. Candidates who have passed the PAT and written test will be placed on the eligibility list regardless of final score.*

Appointments are made from the Certified Eligibility List using the rule of three. The Fire Chief will interview candidates, and as the hiring authority, he will make a selection for a conditional offer to fill a vacancy, subject to the satisfactory outcome of the following background investigations:

- Criminal History check
- Medical/physical examination
- Psychological Examination
- Drug screening
- Background investigation
- Other background checks as deemed necessary to determine an applicant's fitness for employment.

**The City of College Place is an Equal Opportunity Employer**