

Thursday, September 14, 2023
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person component at the College Place City Hall, 625 S College Avenue, College Place Washington

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#829 5100 2306 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/82951002306>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Sep 14, 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 :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

Public Content

Commission meetings are primarily structured to permit Commission Members to arrive at the decisions necessary to make recommendations to the City Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: (Note that there are deadlines for written comments to be included in the meeting documents.)

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 3:00 PM the Wednesday before the meeting. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. CONSENT AGENDA

Subject : 2.01 Approve September 14, 2023 Agenda
Meeting : Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
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 August 10, 2023 Minutes
Meeting : Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent), Minutes
Minutes : [View Minutes](#) for Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting

File Attachments

[08_10_2023_CivilServiceMeetingMinutes.pdf \(132 KB\)](#)

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 August 2023 Payroll
Meeting :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent), Information

File Attachments

[08.2023 Payroll Certification.pdf \(124 KB\)](#)

Consent

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Subject :	2.04 Approve Consent Agenda
Meeting :	Sep 14, 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 September 14, 2023, the minutes from August 10, 2023, and the August 2023 payroll.

Public Content

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Consent

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3. REGULAR AGENDA

Subject :	3.01 Entry-level Police Officer Testing
Meeting :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

Entry-level Police Officer Oral Board Interviews are scheduled for 9/18/2023.

Subject :	3.02 Lateral Police Officer Testing
Meeting :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

No lateral applications were submitted.

Subject :	3.03 2023 Civil Service Conference
Meeting :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

Save the Dates

October 24-26, 2023

9:00 AM - 12:00 PM (PDT)

Foster Garvey is pleased to announce that the 42nd Annual Civil Service Conference, hosted in partnership with [Public Safety Testing](#), will be taking place October 24-26, 2023, from 9:00 a.m. to noon each day.

Public Safety Testing's Annual Business Meeting will occur during Day Three of the conference on Thursday, October 26.

Please mark your calendars! An invitation with a formal agenda and RSVP details will be distributed in the coming weeks. Planned topics include:

- Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff
- Register Management in a Contentious Environment
- New Model Civil Service Rules for Washington State Local Governments
- Updates at the Washington CJTC
- Public Safety Testing's Annual Business Meeting

The conference will be complimentary for our guests and hosted via Zoom.

About the Conference. For more than four decades, the Civil Service Conference has provided civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues.

Subject :	3.04 Any Other Business for the Good of the Order
Meeting :	Sep 14, 2023 - 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 :	Sep 14, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, August 10, 2023)*Generated by Shawn Doering on Wednesday, August 10, 2023***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

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

Information, Procedural: 1.02 Roll Call

PRESENT:Commission
MembersRoger Maidment;
Bill Kelly;
JoAnn Wiggins

Staff

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

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Action (Consent): 2.01 Approve August 10, 2023 Agenda

Action (Consent), Minutes: 2.02 Approve July 13, 2023 Minutes

Action (Consent), Information: 2.03 Approve July 2023 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Kelly made a motion to approve the consent agenda which includes the agenda for August 10, 2023, the minutes from July 13, 2023, and payroll from July 2023. Second by Commissioner Wiggins and the motion passed 3-0.**3. REGULAR AGENDA**

Action: 3.01 Entry-level Police Officer Testing

Commissioner Wiggins made a motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List as presented. Second by Commissioner Kelly and the motion passed 3-0.

Action: 3.02 Lateral Police Officer Testing

Commissioner Kelly made a motion to approve the testing process to update the continuous Lateral Police Officer Eligibility List as presented. Second by Commissioner Wiggins and the motion passed 3-0.

Discussion: 3.03 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 12:09PM. Second by Commissioner Wiggins and, with no objection, the meeting concluded.

Approved:

Roger Maidment

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred August 10, 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
9/6/2023	Bartlett, Logan K	8/31/2023	Firefighter	287	7,170.02
9/6/2023	Boose, John A	8/31/2023	Firefighter	204	6,986.61
9/6/2023	Downs, Emily A	8/31/2023	Firefighter	243	5,985.01
9/6/2023	Drury, Charles O	8/31/2023	Firefighter	229	6,215.33
9/6/2023	Erb, Brittney E	8/31/2023	Firefighter	239	5,880.13
9/6/2023	Evensen, Patrick J	8/31/2023	Firefighter	196	6,200.00
9/6/2023	Nilsson, Trenton M	8/31/2023	Firefighter	334.25	9,651.26
9/6/2023	Williams, Troy J	8/31/2023	Firefighter	242	6,739.62
9/6/2023	Barr, Marianne K	8/31/2023	Chief Clerk - PD	189	4,832.00
9/6/2023	Diaz, Salvador M	8/31/2023	Patrol Sergeant	201	8,603.44
9/6/2023	Schmick, Dylan E	8/31/2023	Patrol Sergeant	175.5	8,101.98
9/6/2023	Adams, Eric H	8/31/2023	Police Officer	179.5	7,556.00
9/6/2023	Barker, Kyle A	8/31/2023	Police Officer	193	6,328.13
9/6/2023	Bennett, George	8/31/2023	Police Officer	190	5,295.00
9/6/2023	Boudrieau, Brandon T	8/31/2023	Probationary	162.5	6,301.44
9/6/2023	Bushkovskiy, Anton P	8/31/2023	Probationary	172.5	6,352.52
9/6/2023	Cole, Tanner C	8/31/2023	Police Officer	180	7,693.61
9/6/2023	Dennis, Austin	8/31/2023	Police Officer	170.25	5,381.28
9/6/2023	Fortin, Brian R	8/31/2023	Detective	195	7,539.24
9/6/2023	Harris, Tanner M	8/31/2023	Police Officer	214	8,683.62
9/6/2023	Langlois, Joseph T	8/31/2023	Police Officer	203	7,959.94
9/6/2023	Rhodes, Brandon L	8/31/2023	Police Officer	193	7,214.40
9/6/2023	Schild, Andrew D	8/31/2023	Police Officer	198.25	8,639.12
9/6/2023	Watkins, Daniel I	8/31/2023	Police Officer	186.25	8,235.61
9/6/2023	Graham, Jayme L	8/31/2023	Part-time Records Clerk	80.25	1,802.42
9/6/2023	Nordman, Ronald A	8/31/2023	Special Enforcement Officer	190	4,876.00
9/6/2023	St Clair, Andrea M	8/31/2023	Records Clerk	186	4,257.43

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 August 31, 2023

Shawn Doering
Civil Service Secretary/Payroll Clerk

Roger Maidment
Commission Chair