



Thursday, January 11, 2024
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person at 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# 868 9102 4693 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/86891024693>

1. OPENING ITEMS

1.01 Call To Order

1.02 Roll Call

1.03 Public Comment

2. CONSENT AGENDA

2.01 Approve January 11, 2024 Agenda

2.02 Approve December 14, 2023 Minutes

2.03 Approve December 2023 Payroll

2.04 Approve Consent Agenda

3. REGULAR AGENDA

3.01 Vacant Commission Position

3.02 Fire Department Promotional Testing

3.03 New Police Officer

3.04 Any Other Business for the Good of the Order

4. CLOSING ITEMS

4.01 Conclusion - Motion to conclude the meeting

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1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Commission Chair - Vacant

Commission Vice Chair - Bill Kelly

Commissioner JoAnn Wiggins

Civil Service Secretary, Shawn Doering
City Clerk, Sherri St. Clair

Subject :	1.03 Public Comment
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

2. CONSENT AGENDA

Subject : 2.01 Approve January 11, 2024 Agenda
Meeting : Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[1_11_2024_CivilServiceAgenda.pdf \(114 KB\)](#)

Subject : 2.02 Approve December 14, 2023 Minutes
Meeting : Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Minutes
Minutes : [View Minutes](#) for Dec 14, 2023 - College Place Civil Service Commission - Hybrid Me

File Attachments

[12_14_2023_CivilServiceMeetingMinutes.pdf \(127 KB\)](#)

Subject : 2.03 Approve December 2023 Payroll
Meeting : Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[12.2023 Payroll Certification.pdf \(114 KB\)](#)

Admin Content

Some higher gross wages due to end of year comp time cashouts.

Subject : 2.04 Approve Consent Agenda
Meeting : Jan 11, 2024 - 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 January 11, 2024, the minutes from December 14, 2023, and December 2023 payroll.

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 Vacant Commission Position
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

Commissioner Roger Maidment's term ended on 12/31/2023. He has decided not to serve another term so Position 1 is currently vacant.

Subject :	3.02 Fire Department Promotional Testing
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion

Public Content

Two new classifications have been created for the College Place Fire Department. These are not additional FTE's, but promotional opportunities for the current firefighters. The new positions are Fire Lieutenant and Fire Marshall. We are in the process of developing the testing process and hope to bring it to you for approval at the next meeting.

Subject :	3.03 New Police Officer
Meeting :	Jan 11, 2024 - College Place Civil Service

Category :	Commission - Hybrid Meeting
Access :	3. REGULAR AGENDA
Type :	Public
	Information

Public Content

Probationary Police Offier, Courtney Kates, started with the College Place Police Department on 1/9 /2024 . She is tentatively scheduled to go to Basic Law Enforcment Academy in March.

Subject :	3.04 Any Other Business for the Good of the Order
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	

4. CLOSING ITEMS

Subject :	4.01 Conclusion - Motion to conclude the meeting
Meeting :	Jan 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural



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4. CLOSING ITEMS

4.01 Conclusion - Motion to conclude the meeting

College Place Civil Service Commission - Hybrid Meeting (Thursday, December 14, 2023)*Generated by Shawn Doering on Friday, December 15, 2023***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

Commissioner Maidment called the meeting to order at 12:00PM.

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**

Information: 2.01 Approve December 14, 2023 Agenda

Information, Minutes: 2.02 Approve November 9, 2023 Minutes

Information: 2.03 Approve November 2023 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for December 14, 2023, the minutes from November 9, 2023, and payroll from November 2023. Second by Commissioner Kelly and the motion passed 3-0.**3. REGULAR AGENDA**

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 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 December 14, 2023. Further detail may be obtained by reviewing the actual audio recording made during this session.

3. REGULAR AGENDA

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
1/4/2024	Bartlett, Logan K	12/31/2023	Firefighter	257.5	6,444.52
1/4/2024	Boose, John A	12/31/2023	Firefighter	177	6,817.57
1/4/2024	Downs, Emily A	12/31/2023	Firefighter	252	6,671.47
1/4/2024	Drury, Charles O	12/31/2023	Firefighter	252	6,820.28
1/4/2024	Erb, Brittney E	12/31/2023	Firefighter	278	6,315.35
1/4/2024	Evensen, Patrick J	12/31/2023	Firefighter	169.75	6,293.89
1/4/2024	Nilsson, Trenton M	12/31/2023	Firefighter	288	8,013.11
1/4/2024	Williams, Troy J	12/31/2023	Firefighter	276	6,820.28
1/4/2024	Barr, Marianne K	12/31/2023	Chief Clerk - PD	169.75	4,905.18
1/4/2024	Diaz, Salvador M	12/31/2023	Patrol Sergeant	241.88	13,516.93
1/4/2024	Schmick, Dylan E	12/31/2023	Patrol Sergeant	200.75	10,189.79
1/4/2024	Adams, Eric H	12/31/2023	Police Officer	190.75	8,707.62
1/4/2024	Barker, Kyle A	12/31/2023	Police Officer	240.5	9,413.44
1/4/2024	Bennett, George	12/31/2023	Police Officer	200	7,324.50
1/4/2024	Bushkovskiy, Anton P	12/31/2023	Probationary	105.75	3,826.75
1/4/2024	Cole, Tanner C	12/31/2023	Police Officer	211.5	9,388.93
1/4/2024	Dennis, Austin	12/31/2023	Police Officer	194.25	7,633.02
1/4/2024	Fortin, Brian R	12/31/2023	Detective	184.75	8,561.77
1/4/2024	Harris, Tanner M	12/31/2023	Police Officer	267.75	11,387.86
1/4/2024	Langlois, Joseph T	12/31/2023	Police Officer	177	7,712.26
1/4/2024	Rhodes, Brandon L	12/31/2023	Police Officer	217.13	9,461.49
1/4/2024	Schild, Andrew D	12/31/2023	Police Officer	164.38	7,597.35
1/4/2024	Watkins, Daniel I	12/31/2023	Police Officer	200.75	10,189.79
1/4/2024	Graham, Jayme L	12/31/2023	Part-time Records Clerk	47	1,055.62
1/4/2024	Nordman, Ronald A	12/31/2023	Special Enforcement Officer	170	4,876.00
1/4/2024	St Clair, Andrea M	12/31/2023	Records Clerk	168	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 December 31, 2023

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair