

Thursday, February 8, 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

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=D28Q3B6721FD>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSl-g/featured

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

ID# 892 2759 2029 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/89227592029>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Feb 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Feb 8, 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 :	Feb 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

2. CONSENT AGENDA

Subject : 2.01 Approve February 8, 2024 Agenda
Meeting : Feb 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information
Subject : 2.02 Approve January 11, 2024 Minutes
Meeting : Feb 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Minutes
Minutes : [View Minutes](#) for Jan 11, 2024 - College Place Civil
Service Commission - Hybrid Me

File Attachments

[01_11_2024_CivilServiceMeetingMinutes.pdf \(116 KB\)](#)

Subject : 2.03 Approve January 2024 Payroll
Meeting : Feb 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[1.2024 Payroll Certification.pdf \(114 KB\)](#)

Subject : 2.04 Approve Consent Agenda
Meeting : Feb 8, 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 February 8, 2024, the minutes from January
11, 2024, and January 2024 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 Schedule Special Meeting
Meeting :	Feb 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve scheduling a special meeting on February 22, 2024, at noon.

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 would like to schedule a special meeting to present testing process and request the approval of the commission. Are Commissioners available at noon on February 22, 2024?

Subject :	3.02 Any Other Business for the Good of the Order
Meeting :	Feb 8, 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 :	Feb 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, January 11, 2024)*Generated by Shawn Doering on Thursday, January 11, 2024***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

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

Information, Procedural: 1.02 Roll Call

PRESENT:

Commission Members	Bill Kelly; JoAnn Wiggins
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Staff	Civil Service Secretary, Shawn Doering; City Clerk, Sherri St. Clair
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MEMBERS EXCUSED:

MEMBERS ABSENT:

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Information: 2.01 Approve January 11, 2024 Agenda

Minutes: 2.02 Approve December 14, 2023 Minutes

Information: 2.03 Approve December 2023 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for January 11, 2024, the minutes from December 14, 2023, and payroll from December 2023. Second by Commissioner Kelly and the motion passed 2-0.**3. REGULAR AGENDA**

Information: 3.01 Vacant Commission Position

Discussion: 3.02 Fire Department Promotional Testing

Information: 3.03 New Police Officer

Discussion: 3.04 Any Other Business for the Good of the Order

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Wiggins made a motion to conclude the meeting at 12:07 PM. Second by Commissioner Kelly and, with no objection, the meeting concluded.

Approved:

Bill Kelly

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred January 11, 2024. 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
2/5/2024	Bartlett, Logan K	1/31/2024	Firefighter	246	6,485.54
2/5/2024	Boose, John A	1/31/2024	Firefighter	220	7,165.72
2/5/2024	Downs, Emily A	1/31/2024	Firefighter	280	7,348.57
2/5/2024	Drury, Charles O	1/31/2024	Firefighter	288	8,368.87
2/5/2024	Erb, Brittney E	1/31/2024	Firefighter	252	6,789.52
2/5/2024	Evensen, Patrick J	1/31/2024	Firefighter	267	9,952.92
2/5/2024	Nilsson, Trenton M	1/31/2024	Firefighter	275.5	7,639.64
2/5/2024	Williams, Troy J	1/31/2024	Firefighter	256	7,000.97
2/5/2024	Barr, Marianne K	1/31/2024	Chief Clerk - PD	169.75	4,905.18
2/5/2024	Diaz, Salvador M	1/31/2024	Patrol Sergeant	211.63	9,440.17
2/5/2024	Schmick, Dylan E	1/31/2024	Patrol Sergeant	185.25	10,185.61
2/5/2024	Adams, Eric H	1/31/2024	Police Officer	184	8,853.14
2/5/2024	Barker, Kyle A	1/31/2024	Police Officer	210.5	8,045.69
2/5/2024	Bennett, George	1/31/2024	Police Officer	209	7,223.23
2/5/2024	Bushkovskiy, Anton P	1/31/2024	Probationary	200	7,273.23
2/5/2024	Cole, Tanner C	1/31/2024	Police Officer	180	8,721.57
2/5/2024	Dennis, Austin	1/31/2024	Police Officer	180	7,678.96
2/5/2024	Fortin, Brian R	1/31/2024	Detective	196.5	8,013.90
2/5/2024	Harris, Tanner M	1/31/2024	Police Officer	203	8,388.71
2/5/2024	Kates, Courtney	1/31/2024	Police Officer	140	4,811.54
2/5/2024	Langlois, Joseph T	1/31/2024	Police Officer	199	8,097.07
2/5/2024	Rhodes, Brandon L	1/31/2024	Police Officer	226.75	8,160.26
2/5/2024	Schild, Andrew D	1/31/2024	Police Officer	185.5	7,456.51
2/5/2024	Watkins, Daniel I	1/31/2024	Police Officer	180	8,889.19
2/5/2024	Graham, Jayme L	1/31/2024	Part-time Records Clerk	52.75	1,233.83
2/5/2024	Nordman, Ronald A	1/31/2024	Special Enforcement Officer	180	5,042.00
2/5/2024	St Clair, Andrea M	1/31/2024	Records Clerk	184	4,455.00

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 January 31, 2024

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair