

Thursday, February 22, 2024
College Place Special 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_05NusReSI-g/featured

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

ID# 848 1845 5359 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/84818455359>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Feb 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Feb 22, 2024 - College Place Special 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

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

Subject :	1.03 Public Comment
Meeting :	Feb 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting

Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve February 22, 2024 Agenda
Meeting :	Feb 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Information
Subject :	2.02 Approve Consent Agenda
Meeting :	Feb 22, 2024 - College Place Special 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.

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 Fire Marshal Promotional Testing
Meeting :	Feb 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Fire Marshal Promotional Testing process as presented

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. There is one open Fire Marshal position.

Per Civil Service Rules

8.19 - PROMOTIONAL EXAMINATIONS. Vacancies in the higher positions of a class shall be filled by promotion, whenever practicable in the judgment of the Commission. Upon showing from a department that special training and knowledge gained within a department is essential to the proper filling of the vacancy, the Commission may limit an examination to a promotion within a department only.

10.01 -GENERAL PROVISIONS. Vacancies in the classified Civil Service shall be filled by reinstatement, promotional appointment, assignment, original appointment, transfer, reduction, or demotion. In the absence of an appropriate register, the Secretary may authorize a temporary or provisional appointment.

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

[2024 Fire Marshal Promotional Testing.pdf \(312 KB\)](#)

Subject :	3.02 Fire Lieutenant Promotional Testing
Meeting :	Feb 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Fire Lieutenant Promotional Testing process as presented

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. There are four open Fire Lieutenant positions. The following Civil Service Rules apply:

8.19 - PROMOTIONAL EXAMINATIONS. Vacancies in the higher positions of a class shall be filled by promotion, whenever practicable in the judgment of the Commission. Upon showing from a department that special training and knowledge gained within a department is essential to the proper filling of the vacancy, the Commission may limit an examination to a promotion within a department only.

10.01 -GENERAL PROVISIONS. Vacancies in the classified Civil Service shall be filled by reinstatement, promotional appointment, assignment, original appointment, transfer, reduction, or demotion. In the absence of an appropriate register, the Secretary may authorize a temporary or provisional appointment.

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

[2024 Fire Lieutenant Promotional Testing.pdf \(314 KB\)](#)

Subject :	3.03 Any Other Business for the Good of the Order
Meeting :	Feb 22, 2024 - College Place Special 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 22, 2024 - College Place Special Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural



City of College Place Civil Service Commission

Anthony Boyle, Member
Bill Kelly, Vice Chair
JoAnn Wiggins, Member

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

2024 PROMOTIONAL TESTING INFORMATION Fire Marshal

Introduction

The College Place Civil Service has prepared this information for internal promotional candidates who choose to participate in the 2024 Fire Marshal exam. Only College Place Career Firefighters are eligible for promotional career positions. The exam consists of a review of experience and qualifications and an Oral Board Interview.

Requirements

- Possession of a valid Washington State driver's license.
- Obtain and maintain a Washington State Fire Service Training Emergency Vehicle Incident Prevention (EVIP) certification.
- Washington State Emergency Medical Technician (EMT) certification.
- ICC Fire Inspector II.
- Hazmat Operations.
- Hazmat IC.
- Fire Service Instructor.
- Fire Investigator.

Examination Schedule

SUBMISSION OF CANDIDATE RESUME AND LETTER OF INTEREST

DATE: March 8, 2024
TIME: 4:00pm
PLACE: City of College Place
Human Resources
625 S College Ave
College Place, WA 99324

Please hand deliver your information to the Human Resources office.

EXPERIENCE & QUALIFICATIONS – 50% of total score

ORAL BOARD INTERVIEW – 50% of total score

DATE: To Be Determined
TIME: To Be Determined
PLACE: College Place Fire Department

Make-Up Policy

No make-up exams will be allowed.

Post-Exam Information

- Candidates will be placed on the eligibility list according to their final scores. The top three candidates will be placed on the certified eligibility list that will go to the Chief for final interviews. The Chief will select a candidate from the certified eligibility list to fill the open position.
- Review and Appeal Information – Any objection to the manner in which the exam was administered must be made in writing immediately following the completion of the exam.
- Veteran's Preference – If eligible, candidates must submit DD214 or other equivalent documentation with their resume and letter of interest. If approved, points will be added to the final score.



City of College Place Civil Service Commission

Anthony Boyle, Member
Bill Kelly, Vice Chair
JoAnn Wiggins, Member

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

2024 PROMOTIONAL TESTING INFORMATION Fire Lieutenant

Introduction

The College Place Civil Service has prepared this information for internal promotional candidates who choose to participate in the 2024 Fire Lieutenant exam. Only College Place Career Firefighters are eligible for career positions. The exam consists of three components; a written (video & written multiple-choice purchased from a qualified vendor) exam, a scenario based practical exam, and an Oral Board Interview.

Requirements

- Must have four years of fire service experience.
- Must complete Fire Officer 1 or equivalent training within two years.
- Must have incident command training I-100, I-200, I-300, IS-700, IS-800, and the ability to implement the incident command and passport accountability system within one year.
- Must possess a valid State driver's license.
- Must have access to a vehicle with insurance.
- Must be Red Card Firefighter 1 certified or obtain within one year.
- Must be certified or recognized as a Level 1 NFPA Instructor or obtain within one year.
- Must attend monthly Officer meetings and special classes.

Examination Schedule

SUBMISSION OF CANDIDATE RESUME AND LETTER OF INTEREST

DATE: March 8, 2024
TIME: 4:00pm
PLACE: City of College Place
Human Resources
625 S College Ave
College Place, WA 99324

Please hand deliver your information to the Human Resources office.

WRITTEN EXAMINATION – 25% of total score

DATE: To Be Determined
TIME: To Be Determined
PLACE: College Place Fire Department

Everything you need for the exam will be provided. Please do not bring electronic devices such as cell phones or tablets to the exam. All personal items will be left outside of the testing room.

Scenario Practical Exam – 50% of total score

DATE: To Be Determined
TIME: To Be Determined
PLACE: To Be Determined

ORAL BOARD INTERVIEW – 25% of total score

DATE: To Be Determined
TIME: To Be Determined
PLACE: College Place Fire Department

Make-Up Policy

No make-up exams will be allowed.

Post-Exam Information

- Candidates will be placed on the eligibility list according to their final scores. The top six candidates will be placed on the Certified Eligibility List that will go to the Chief for final interviews. The Chief will select candidates from the certified eligibility list to fill open positions.
- Review and Appeal Information – Any objection to the manner in which the exam was administered must be made in writing immediately following the completion of the exam.
- Veteran's Preference – If eligible, candidates must submit DD214 or other equivalent documentation with their resume and letter of interest. If approved, points will be added to the final score.