

Thursday, April 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

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# 892 0629 2348 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/89206292348>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Apr 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 :	Apr 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

Commissioner Anthony Boyle

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

Subject :	1.03 Public Comment
Meeting :	Apr 11, 2024 - College Place Civil Service

Commission - Hybrid Meeting

Category :

1. OPENING ITEMS

Access :

Public

Type :

Procedural

2. CONSENT AGENDA

Subject :

2.01 Approve April 11, 2024 Agenda

Meeting :

Apr 11, 2024 - College Place Civil Service
Commission - Hybrid Meeting

Category :

2. CONSENT AGENDA

Access :

Public

Type :

Information

Subject :

2.02 Approve February 8 & 22, 2024 Minutes

Meeting :

Apr 11, 2024 - College Place Civil Service
Commission - Hybrid Meeting

Category :

2. CONSENT AGENDA

Access :

Public

Type :

Minutes

Minutes :

[View Minutes](#) for Feb 22, 2024 - College Place Special
Civil Service Commission - H

File Attachments

[02_8_2024_CivilServiceMeetingMinutes.pdf \(97 KB\)](#)

[02_22_2024_CivilServiceMeetingMinutes.pdf \(129 KB\)](#)

Subject :

2.03 Approve February & March 2024 Payroll

Meeting :

Apr 11, 2024 - College Place Civil Service
Commission - Hybrid Meeting

Category :

2. CONSENT AGENDA

Access :

Public

Type :

Information

File Attachments

[03.2024 Payroll Certification.pdf \(115 KB\)](#)

[03.2024 Payroll Certification.pdf \(115 KB\)](#)

Subject :

2.04 Approve Consent Agenda

Meeting :

Apr 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 April 11, 2024, the minutes from February 8 & 22, 2024, and, February & March 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 Elect Commission Chair and Vice-Chair for 2024
Meeting :	Apr 11, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action, Discussion

Public Content

Per Civil Service Rule 2.03:

CHAIR/VICE CHAIR. At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year. Should a Chair and/or Vice Chair resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a new Chair and/or Vice Chair.

Subject :	3.02 Schedule Special Meeting
Meeting :	Apr 11, 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 April 18, 2024, at noon.

Public Content

Fire Lieutenant testing began on April 8 and will conclude on April 11. I would like to schedule a special meeting at noon on April 18, 2024, to present final scores and eligibility lists to Civil Service.

There was only one applicant for the Fire Marshal position that met the minimum qualifications for the position. That eligibility list will also be presented.

Subject : 3.03 Any Other Business for the Good of the Order

Meeting : Apr 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 : Apr 11, 2024 - College Place Civil Service
Commission - Hybrid Meeting

Category : 4. CLOSING ITEMS

Access : Public

Type : Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, February 8, 2024)*Generated by Shawn Doering on Tuesday, February 8, 2024*

1. OPENING ITEMS

Procedural: 1.01 Call To Order

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

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 February 8, 2024 Agenda

Minutes: 2.02 Approve January 11, 2024 Minutes

Information: 2.03 Approve January 2024 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for February 8, 2024, the minutes from January 11, 2024, and payroll from January 2024. Second by Commissioner Kelly and the motion passed 2-0.

3. REGULAR AGENDA

Action: 3.01 Schedule Special Meeting

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 February 8, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.

College Place Special Civil Service Commission - Hybrid Meeting (Thursday, February 22, 2024)*Generated by Shawn Doering on Tuesday, February 22, 2024***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

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

Information, Procedural: 1.02 Roll Call

PRESENT:

Commission Members	Anthony Boyle; 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 February 22, 2024 Agenda

Action (Consent): 2.02 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for February 22, 2024. Second by Commissioner Boyle and the motion passed 3-0.**3. REGULAR AGENDA**

Action: 3.01 Fire Marshall Promotional Testing

Commissioner Wiggins made a motion to approve the Fire Marshal Promotional Testing as presented. Second by Commissioner Boyle and the motion passed 3-0.

Action: 3.02 Fire Lieutenant Promotional Testing

Commissioner Wiggins made a motion to approve the Fire Lieutenant Promotional Testing as presented. Second by Commissioner Boyle and the motion passed 3-0.**4. CLOSING ITEMS**

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Wiggins made a motion to conclude the meeting at 12:09 PM. Second by Commissioner Boyle and, with no objection, the meeting concluded.

Approved:

Bill KellyAttest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred February 22, 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
3/5/2024	Bartlett, Logan K	2/29/2024	Firefighter	214	6,407.79
3/5/2024	Boose, John A	2/29/2024	Firefighter	175	6,725.90
3/5/2024	Downs, Emily A	2/29/2024	Firefighter	204	6,923.53
3/5/2024	Drury, Charles O	2/29/2024	Firefighter	236	6,903.88
3/5/2024	Erb, Brittney E	2/29/2024	Firefighter	254	6,564.28
3/5/2024	Evensen, Patrick J	2/29/2024	Firefighter	220	9,003.56
3/5/2024	Nilsson, Trenton M	2/29/2024	Firefighter	280	9,459.30
3/5/2024	Williams, Troy J	2/29/2024	Firefighter	250	6,989.37
3/5/2024	Barr, Marianne K	2/29/2024	Chief Clerk - PD	168	4,996.00
3/5/2024	Diaz, Salvador M	2/29/2024	Patrol Sergeant	196.5	9,214.97
3/5/2024	Schmick, Dylan E	2/29/2024	Patrol Sergeant	169	10,417.06
3/5/2024	Adams, Eric H	2/29/2024	Police Officer	162.75	8,526.39
3/5/2024	Barker, Kyle A	2/29/2024	Police Officer	181	7,112.53
3/5/2024	Bennett, George	2/29/2024	Police Officer	183	6,849.62
3/5/2024	Bushkovskiy, Anton P	2/29/2024	Police Officer	142.75	5,500.69
3/5/2024	Cole, Tanner C	2/29/2024	Police Officer	162	8,279.74
3/5/2024	Dennis, Austin	2/29/2024	Police Officer	140.5	5,773.22
3/5/2024	Fortin, Brian R	2/29/2024	Detective	178.5	8,220.33
3/5/2024	Gonzalez-Cazares, Estela	2/29/2024	Police Officer	130	4,170.40
3/5/2024	Harris, Tanner M	2/29/2024	Police Officer	176.25	8,269.43
3/5/2024	Kates, Courtney	2/29/2024	Police Officer	160	5,560.00
3/5/2024	Langlois, Joseph T	2/29/2024	Detective	172	7,717.14
3/5/2024	Rhodes, Brandon L	2/29/2024	Police Officer	186	9,445.90
3/5/2024	Schild, Andrew D	2/29/2024	Police Officer	183.13	7,361.89
3/5/2024	Watkins, Daniel I	2/29/2024	Police Officer	163.25	8,940.48
3/5/2024	Graham, Jayme L	2/29/2024	Part-time Records Clerk	52.5	1,227.98
3/5/2024	Nordman, Ronald A	2/29/2024	Special Enforcement Officer	170	5,522.50
3/5/2024	St Clair, Andrea M	2/29/2024	Records Clerk	168	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 February 29, 2024.

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
4/3/2024	Bartlett, Logan K	3/31/2024	Firefighter	240	7,059.83
4/3/2024	Boose, John A	3/31/2024	Firefighter	179.25	7,254.31
4/3/2024	Downs, Emily A	3/31/2024	Firefighter	256	6,534.90
4/3/2024	Drury, Charles O	3/31/2024	Firefighter	216	6,675.90
4/3/2024	Erb, Brittney E	3/31/2024	Firefighter	203.75	6,120.90
4/3/2024	Evensen, Patrick J	3/31/2024	Firefighter	218.25	9,429.98
4/3/2024	Nilsson, Trenton M	3/31/2024	Firefighter	262	6,355.63
4/3/2024	Williams, Troy J	3/31/2024	Firefighter	227	6,675.90
4/3/2024	Barr, Marianne K	3/31/2024	Chief Clerk - PD	168	4,996.00
4/3/2024	Diaz, Salvador M	3/31/2024	Patrol Sergeant	205.51	8,617.35
4/3/2024	Schmick, Dylan E	3/31/2024	Patrol Sergeant	180.5	8,699.42
4/3/2024	Adams, Eric H	3/31/2024	Police Officer	172.25	7,726.74
4/3/2024	Barker, Kyle A	3/31/2024	Police Officer	194.38	7,391.51
4/3/2024	Bennett, George	3/31/2024	Police Officer	189.14	6,588.08
4/3/2024	Bushkovskiy, Anton P	3/31/2024	Police Officer	176	5,435.21
4/3/2024	Cole, Tanner C	3/31/2024	Police Officer	178	8,022.39
4/3/2024	Dennis, Austin	3/31/2024	Police Officer	180.63	7,309.79
4/3/2024	Fortin, Brian R	3/31/2024	Detective	163.25	7,875.63
4/3/2024	Gonzalez-Cazares, Estela	3/31/2024	Police Officer	176	5,615.00
4/3/2024	Harris, Tanner M	3/31/2024	Police Officer	207.01	7,726.34
4/3/2024	Kates, Courtney	3/31/2024	Police Officer	176	5,560.00
4/3/2024	Langlois, Joseph T	3/31/2024	Detective	165	7,912.16
4/3/2024	Rhodes, Brandon L	3/31/2024	Police Officer	183	8,194.87
4/3/2024	Schild, Andrew D	3/31/2024	Police Officer	170.1	7,361.89
4/3/2024	Watkins, Daniel I	3/31/2024	Police Officer	172	7,934.22
4/3/2024	Graham, Jayme L	3/31/2024	Part-time Records Clerk	40.75	953.14
4/3/2024	Nordman, Ronald A	3/31/2024	Special Enforcement Officer	172.38	5,522.50
4/3/2024	St Clair, Andrea M	3/31/2024	Records Clerk	168	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 March 31, 2024.

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair