

Thursday, June 13, 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=D64MLV5BD3AD>

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# 821 9629 6652 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/82196296652>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Jun 13, 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

City Clerk - Sherri St. Clair

Deputy Finance Director/HR Assistant - DaShari Schmick

Civil Service Secretary - Shawn Doering is away at a training. DaShari Schmick will be filling in for her.

Subject : 1.03 Public Comment
Meeting : Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 1. OPENING ITEMS
Access : Public
Type : Procedural

2. CONSENT AGENDA

Subject : 2.01 Approve June 13, 2024 Agenda
Meeting : Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information
Subject : 2.02 Approve April 11 & 18, 2024 Minutes
Meeting : Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Minutes
Minutes : [View Minutes](#) for Apr 18, 2024 - College Place Civil Service Commission - Special H

File Attachments

[04_11_2024_CivilServiceMeetingMinutes.pdf \(132 KB\)](#)
[04_18_2024_CivilServiceMeetingMinutes.pdf \(137 KB\)](#)

Subject : 2.03 Approve April & May 2024 Payroll
Meeting : Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[04.2024 Payroll Certification.pdf \(117 KB\)](#)
[05.2024 Payroll Certification.pdf \(117 KB\)](#)

Subject : 2.04 Approve Consent Agenda
Meeting : Jun 13, 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 June 13, 2024, the minutes from April 11 & 18, 2024, and, April & May 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 :	Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action, Discussion
Recommended Action :	Motion to elect _____ to the position of Commission Chair and _____ to the position of Commission Vice Chair for the 2024 term.

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.

We are well beyond the first regular meeting in January, but still need to elect the Chair and Vice Chair.

How to elect the Commission Chair and Vice Chair:

1. A Commission Member makes a motion to elect _____ to the position of Commission Chair and _____ to the position of Commission Vice Chair for the 2024 term.
2. A Commission Member seconds the motion
3. The Commission votes on the motion.

Subject :	3.02 Firefighter Testing
Meeting :	Jun 13, 2024 - College Place Civil Service

Category :	Commission - Hybrid Meeting
Access :	3. REGULAR AGENDA
Type :	Public
Recommended Action :	Action
	Motion to approve the Firefighter testing process as presented.

Public Content

Fire Chief Winter submitted a request for an updated eligibility firefighter list. The previous list expired on June 14, 2024. The testing process must be approved by the Civil Service Commission.

Administrative File Attachments

- [Eligibility list request May 2024.pdf \(661 KB\)](#)
- [Civil Service Testing Information - Firefighter 2024.pdf \(519 KB\)](#)

Subject :	3.03 Any Other Business for the Good of the Order
Meeting :	Jun 13, 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 :	Jun 13, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, April 11, 2024)*Generated by Shawn Doering on Thursday, April 11, 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; Deputy Finance Director/HR Assistant, DaShari Schmick
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MEMBERS EXCUSED:

MEMBERS ABSENT: Anthony Boyle

Procedural: 1.03 Public Comment

None

2. CONSENT AGENDA

Information: 2.01 Approve April 11, 2024 Agenda
Minutes: 2.02 Approve February 8 & 22, 2024 Minutes
Information: 2.03 Approve February & March 2024 Payroll
Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a 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. Second by Commissioner Kelly and the motion passed 2-0.

3. REGULAR AGENDA

Action, Discussion: 3.01 Elect Commission Chair and Vice-Chair for 2024

Commissioner Wiggins made a motion to table this action item until the next regular meeting. Second by Commissioner Kelly and the motion passed 2-0.

Action: 3.02 Schedule Special Meeting

Commissioner Wiggins made a motion to hold a Special Meeting scheduled for April 18, 2024 at noon to have Civil Service Chair Doering present the Fire Lieutenant and Fire Marshall Testing Results for approval. Second by Commissioner Kelly and the motion passed 2-0.

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 KellyAttest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred April 11, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.

College Place Civil Service Commission - Special Hybrid Meeting (Thursday, April 18, 2024)*Generated by Shawn Doering on Tuesday, April 18, 2024***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

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

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 Approval of the April 18, 2024 Agenda

Minutes: 2.02 Approval of the April 11, 2024 Minutes

Action (Consent): 2.03 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for April 18, 2024, and the minutes from April 11, 2024. Second by Commissioner Boyle and the motion passed 3-0.**3. REGULAR AGENDA**

Action: 3.01 Certification of the Fire Lieutenant Eligibility List

Commissioner Boyle made a motion to approve the Fire Lieutenant Eligibility List and certify the top six names to the Chief. Second by Commissioner Wiggins and the motion passed 3-0.

Action: 3.02 Certification of the Fire Marshal Eligibility List

Commissioner Boyle made a motion to approve the Fire Marshal Eligibility List and certify the only qualified applicant to the Chief. Second by Commissioner Wiggins and the motion passed 3-0.

Action: 3.03 Cancellation of the May meeting

Commissioner Wiggins made a motion to cancel the May 9, 2024 regular Civil Service Meeting. Second by Commissioner Boyle and the motion passed 3-0.

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

There was some conversation about electing a Chair and Vice Chair at the next regular meeting which Commissioner Wiggins may not be able to attend. She will let me know.

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 Kelly

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred February 18, 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
5/3/2024	Bartlett, Logan K	4/30/2024	Firefighter	240	\$ 6,120.90
5/3/2024	Boose, John A	4/30/2024	Firefighter	205	\$ 6,925.66
5/3/2024	Downs, Emily A	4/30/2024	Firefighter	240	\$ 7,538.72
5/3/2024	Drury, Charles O	4/30/2024	Firefighter	240	\$ 6,675.90
5/3/2024	Erb, Brittney E	4/30/2024	Firefighter	228.25	\$ 6,120.90
5/3/2024	Evensen, Patrick J	4/30/2024	Firefighter	196	\$ 7,155.74
5/3/2024	Nilsson, Trenton M	4/30/2024	Firefighter	241	\$ 8,037.88
5/3/2024	Williams, Troy J	4/30/2024	Firefighter	216	\$ 6,675.90
5/3/2024	Barr, Marianne K	4/30/2024	Chief Clerk - PD	182.13	\$ 5,029.33
5/3/2024	Diaz, Salvador M	4/30/2024	Patrol Sergeant	203.13	\$ 9,269.87
5/3/2024	Schmick, Dylan E	4/30/2024	Patrol Sergeant	189.5	\$ 9,389.22
5/3/2024	Adams, Eric H	4/30/2024	Police Officer	172.5	\$ 7,742.98
5/3/2024	Barker, Kyle A	4/30/2024	Police Officer	184.25	\$ 7,122.67
5/3/2024	Bennett, George	4/30/2024	Police Officer	188.63	\$ 6,476.00
5/3/2024	Bushkovskiy, Anton P	4/30/2024	Police Officer	190	\$ 7,155.51
5/3/2024	Cole, Tanner C	4/30/2024	Police Officer	176	\$ 7,893.71
5/3/2024	Dennis, Austin	4/30/2024	Police Officer	173.5	\$ 7,003.79
5/3/2024	Fortin, Brian R	4/30/2024	Detective	193.75	\$ 8,565.03
5/3/2024	Gonzalez-Cazares, Estela	4/30/2024	Police Officer	193.5	\$ 5,615.60
5/3/2024	Harris, Tanner M	4/30/2024	Police Officer	193.5	\$ 7,825.70
5/3/2024	Kates, Courtney	4/30/2024	Police Officer	193.5	\$ 5,560.00
5/3/2024	Langlois, Joseph T	4/30/2024	Detective	184	\$ 7,847.15
5/3/2024	Rhodes, Brandon L	4/30/2024	Police Officer	189.25	\$ 8,150.26
5/3/2024	Schild, Andrew D	4/30/2024	Police Officer	177.88	\$ 7,361.89
5/3/2024	Watkins, Daniel I	4/30/2024	Police Officer	172.5	\$ 7,967.96
5/3/2024	Graham, Jayme L	4/30/2024	Part-time Records Clerk	46.25	\$ 1,081.79
5/3/2024	Nordman, Ronald A	4/30/2024	Special Enforcement Officer	171.5	\$ 5,522.50
5/3/2024	St Clair, Andrea M	4/30/2024	Records Clerk	180.75	\$ 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 April 30, 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
6/3/2024	Bartlett, Logan K	5/31/2024	Firefighter	232	\$ 8,538.20
6/3/2024	Boose, John A	5/31/2024	Firefighter	182	\$ 7,676.58
6/3/2024	Downs, Emily A	5/31/2024	Firefighter	269	\$ 7,144.83
6/3/2024	Drury, Charles O	5/31/2024	Firefighter	229	\$ 7,269.20
6/3/2024	Erb, Brittney E	5/31/2024	Firefighter	248	\$ 6,329.55
6/3/2024	Evensen, Patrick J	5/31/2024	Firefighter	194	\$ 7,133.32
6/3/2024	Nilsson, Trenton M	5/31/2024	Firefighter	311	\$ 8,324.77
6/3/2024	Williams, Troy J	5/31/2024	Firefighter	248	\$ 7,050.83
6/3/2024	Barr, Marianne K	5/31/2024	Chief Clerk - PD	186.75	\$ 5,331.07
6/3/2024	Diaz, Salvador M	5/31/2024	Patrol Sergeant	209.5	\$ 10,246.72
6/3/2024	Schmick, Dylan E	5/31/2024	Patrol Sergeant	191.63	\$ 9,409.64
6/3/2024	Adams, Eric H	5/31/2024	Police Officer	192.25	\$ 8,422.49
6/3/2024	Barker, Kyle A	5/31/2024	Police Officer	214.75	\$ 9,153.95
6/3/2024	Bennett, George	5/31/2024	Police Officer	207.02	\$ 6,849.62
6/3/2024	Bushkovskiy, Anton P	5/31/2024	Police Officer	186	\$ 6,951.27
6/3/2024	Cole, Tanner C	5/31/2024	Police Officer	195	\$ 8,524.49
6/3/2024	Dennis, Austin	5/31/2024	Police Officer	184.5	\$ 7,622.49
6/3/2024	Fortin, Brian R	5/31/2024	Detective	182	\$ 7,793.56
6/3/2024	Gonzalez-Cazares, Estela	5/31/2024	Police Officer	192	\$ 5,615.60
6/3/2024	Harris, Tanner M	5/31/2024	Police Officer	194.5	\$ 8,162.11
6/3/2024	Kates, Courtney	5/31/2024	Police Officer	191.25	\$ 5,560.00
6/3/2024	Langlois, Joseph T	5/31/2024	Detective	184.5	\$ 7,879.65
6/3/2024	Rhodes, Brandon L	5/31/2024	Police Officer	205.89	\$ 8,802.87
6/3/2024	Schild, Andrew D	5/31/2024	Police Officer	205.38	\$ 7,361.89
6/3/2024	Watkins, Daniel I	5/31/2024	Police Officer	198	\$ 9,644.90
6/3/2024	Graham, Jayme L	5/31/2024	Part-time Records Clerk	27.25	\$ 637.38
6/3/2024	Nordman, Ronald A	5/31/2024	Special Enforcement Officer	190	\$ 5,522.50
6/3/2024	St Clair, Andrea M	5/31/2024	Records Clerk	191.75	\$ 4,936.91

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 May 31, 2024.

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair

CITY OF COLLEGE PLACE

FIRE DEPARTMENT

Chief David Winter
629 S COLLEGE AVE
COLLEGE PLACE WA 99324
(509) 529-6506
FAX (509) 529-0184

May 11, 2024

Dear Shawn Doering:

As per Section 10.03 of the *Rules and Regulations of the Civil Service Fire Commission of the City of College Place*, I am requesting that we establish a new eligibility list for the position of Firefighter for the College Place Fire Department.

I will let you determine what works best for you and Civil Service Commission regarding the advertising, applications, testing, and oral board dates.

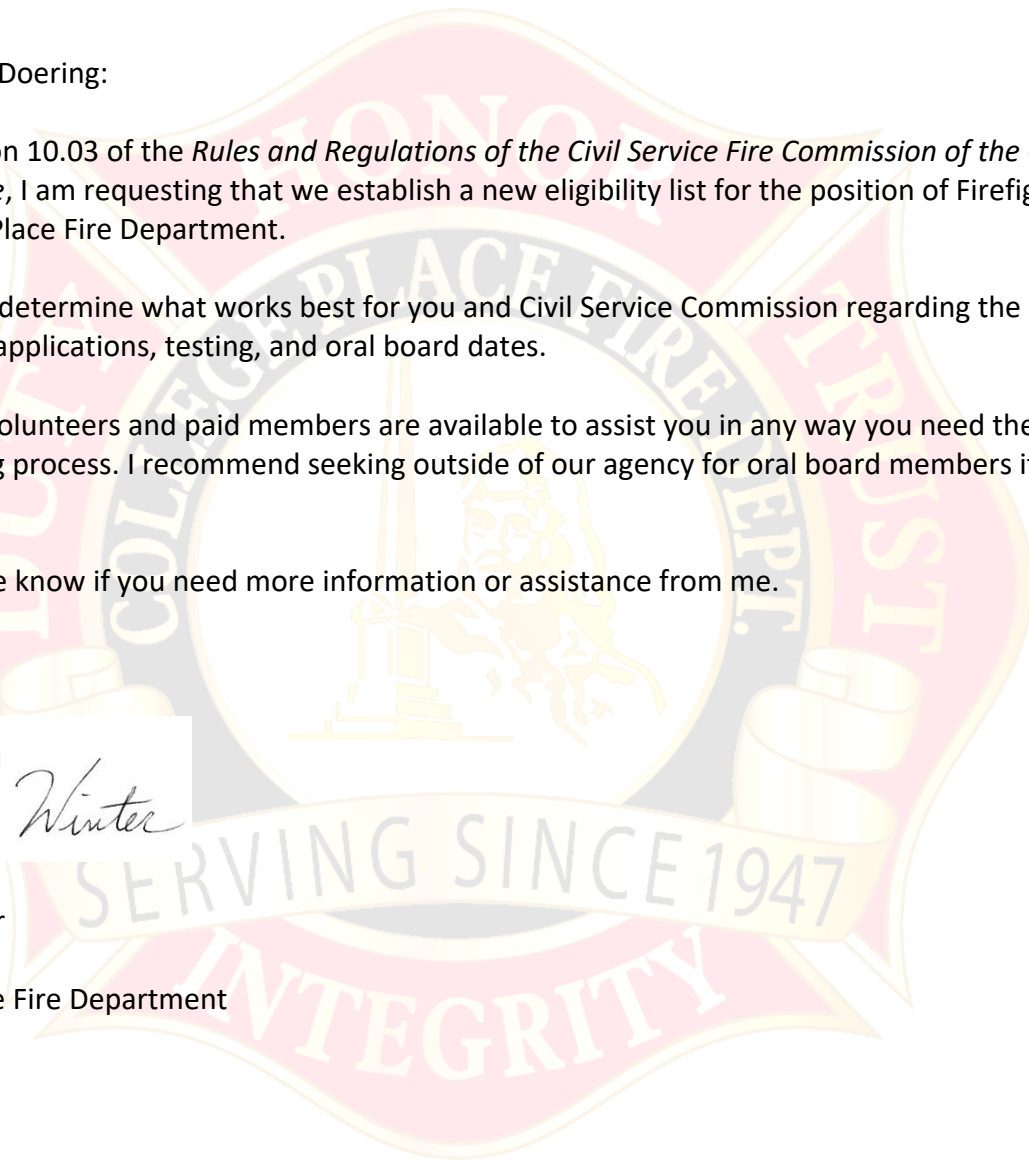
My staff of volunteers and paid members are available to assist you in any way you need them in the testing process. I recommend seeking outside of our agency for oral board members if possible.

Please let me know if you need more information or assistance from me.

Respectfully,



David Winter
Fire Chief
College Place Fire Department





City of College Place Civil Service Commission

Anthony Boyle, Commissioner
Bill Kelly, Commissioner
JoAnn Wiggins, Commissioner

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

2024 FIREFIGHTER ELIGIBILITY LIST TESTING INFORMATION

APPLICATION PERIOD - Applications are available online at the City of College Place Career Page at <https://www.governmentjobs.com/careers/cpwa>

OPEN: June 17, 2024
CLOSE: July 5, 2024

PHYSICAL ABILITY TEST (PAT)

DATE: July 8, 2024 – 9:00am
PLACE: Fire Training Tower, 300 Cayuse, Walla Walla, WA

WRITTEN TEST

DATE: July 8, 2024 – 1:00pm
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

ORAL INTERVIEW

DATE: July 9, 2024 – time assigned after successful completion of PAT
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

Firefighter testing information and requirements:

1. Minimum Requirements:

- Must have a high school diploma or GED.
- Must possess a valid state driver's license.
- Must be at least 21 years of age at time of hire.
- Must be a US Citizen or Lawful Permanent Resident.
- Must have a Washington State EMT B license at the time of hire.
- Must have IFSAC Firefighter I certification at the time of hire.
- Must have Wildland Firefighter 2 at the time of hire.
- Must have one year of firefighting experience at time of hire.

2. Testing Components and Scoring

- Physical Ability Test (10% of final score, must be completed in six (6) minutes or less to advance or be placed on the eligibility list)
 - Under 4 minutes = 10%
 - 4:00 – 4:12 = 9%
 - 4:13 – 4:24 = 8%
 - 4:25 – 4:36 = 7%
 - 4:37 – 4:48 = 6%
 - 4:49 – 5:00 = 5%
 - 5:01 – 5:15 = 4%
 - 5:16 – 5:30 = 3%
 - 5:31 – 5:45 = 2%
 - 5:46 – 6:00 = 1%
 - 6:01 - + = Will not advance to written test
- Written Test (40% of final score, minimum of 70% to advance or be placed on the eligibility list)
- Oral Interview (50 % of final score)

Additional percentage points available*:

1. Education & Certification
 - IFSAC FF2 = 1%
 - IFSAC Pump-Operator = 1%
 - IFSAC Instructor 1 = 1%
 - Wildland Firefighter 1 = 1%.
 - Qualifying degree in our field (Fire Science, Emergency Management etc) = 1%
2. Veteran's Preference
3. Service as a Volunteer Firefighter for the College Place Fire Department (Max 5%, see Civil Service Rules)
 - Completion of 2nd year as a volunteer with the CPFD – 1%
 - Completion of 3rd year as a volunteer with the CPFD – 2%
 - Completion of 4th year as a volunteer with the CPFD – 3%
 - Completion of 5th year as a volunteer with the CPFD – 4%
 - Completion of 6th year as a volunteer with the CPFD – 5%

**Total additional percentage points will be multiplied by the total test score with the result added to obtain the final score. Candidates who have passed the PAT and written test will be placed on the eligibility list regardless of final score.*

Appointments are made from the Certified Eligibility List using the rule of three. The Fire Chief will interview candidates, and as the hiring authority, he will make a selection for a conditional offer to fill a vacancy, subject to the satisfactory outcome of the following background investigations:

- Criminal History check
- Medical/physical examination

- Psychological Examination
- Drug screening
- Background investigation
- Other background checks as deemed necessary to determine an applicant's fitness for employment.

The City of College Place is an Equal Opportunity Employer