

Thursday, March 13, 2025
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DDV2PK032846>

Zoom: <https://us06web.zoom.us/j/87031582237>

Or you may call this number to listen: 1-669-900-9128 ID#870 3158 2237

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Commission Chair - Bill Kelly
Commission Vice Chair - Anthony Boyle
Commissioner - JoAnn Wiggins
Interim Civil Service Secretary - DaShari Schmick
Deputy City Clerk - Rhett Beardemphl

Subject :	1.03 Public Comment
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for March 13th, 2025
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	2. CONSENT AGENDA
Access :	Public

Type :

Action (Consent)

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.

Subject : 2.02 Approve Minutes from February 13th, 2025

Meeting : Mar 13, 2025 - College Place Civil Service
Commission - Hybrid Meeting

Category : 2. CONSENT AGENDA

Access : Public

Type : Action (Consent), Minutes

Minutes : [View Minutes](#) for Feb 13, 2025 - College Place Civil
Service Commission - Hybrid Me

File Attachments

[02_13_2025_CivilServiceMeetingMinutes.pdf \(115 KB\)](#)

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.

Subject : 2.03 Approve Payroll from February 2025

Meeting : Mar 13, 2025 - College Place Civil Service
Commission - Hybrid Meeting

Category : 2. CONSENT AGENDA

Access : Public

Type :

Public Content

File Attachments

[2.2025 Payroll Certification.pdf \(429 KB\)](#)

Subject : 2.04 Approve Consent Agenda

Meeting : Mar 13, 2025 - 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 March 13th, 2025, the minutes from February 13th, 2025 and the February 2025 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 Any Other Business for the Good of the Order
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion, Information

Public Content

Firefighter Eligibility List

- Fire Chief requested the 4th candidate on the certified Firefighter Eligibility List as there are two vacant positions.
- One position is backfill and is set to be hired immediately.
- The second position is a previously approved position that hasn't been filled.
- Per Civil Service Rule 10.03 and 10.05.05, Fire Chief can request an additional name when two vacancies are open.

File Attachments

[Firefighter 2024.pdf \(82 KB\)](#)

[Certified FD Chiefs List - 2.13.25.pdf \(728 KB\)](#)

4. REPORTS

5. CLOSING ITEMS

Subject :	5.01 Conclusion - Motion to conclude the meeting
Meeting :	Mar 13, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	5. CLOSING ITEMS
Access :	Public

Type :

Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, February 13, 2025)

Generated by DaShari Schmick on Monday, February 10, 2025

1. OPENING ITEMS

Procedural: 1.01 Call To Order

Commissioner Kelly called the meeting to order at 12:08 PM

Information, Procedural: 1.02 Roll Call

PRESENT:

Commission Bill Kelly;
Members JoAnn Wiggins;

Staff Deputy Finance Director / HR Assistant, Interim Civil Service Secretary, DaShari Schmick
City Clerk, Maryelizabeth Garcia

MEMBERS EXCUSED: Anthony Boyle

MEMBERS ABSENT:

Procedural: 1.03 Public Comment

None

2. CONSENT AGENDA

Minutes: 2.01 Approve Agenda for February 13th, 2025

Information, Minutes: 2.02 Approve Minutes from January 9th, 2025

Information: 2.03 Approve Payroll from January 2025

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for February 13th, 2025, the minutes from January 9th, 2025 and the January 2025 payroll. Second by Commissioner Kelly and the motion passed 2-0.

3. REGULAR AGENDA

Discussion: 3.01 Any Other Business for the Good of the Order

**Firefighter Position Open
Police Detective Contract Rotation**

Discussion incurred.

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

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

Approved:

Bill Kelly

Attest:

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred February 13, 2025. 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
3/5/2025	Adams, Eric H	2/28/2025	Police Officer	152	\$ 8,674.29
3/5/2025	Barker, Kyle A	2/28/2025	Police Officer	180	\$ 7,557.21
3/5/2025	Barr, Marianne K	2/28/2025	Chief Clerk - PD	161	\$ 5,291.40
3/5/2025	Bartlett, Logan K	2/28/2025	Firefighter	200	\$ 6,897.67
3/5/2025	Bennett, George	2/28/2025	Police Officer	183.5	\$ 7,761.74
3/5/2025	Boose, John A	2/28/2025	Fire Marshall	170	\$ 8,153.01
3/5/2025	Bushkovskiy, Anton P	2/28/2025	Police Officer	185	\$ 7,758.90
3/5/2025	Cole, Tanner C	2/28/2025	Police Officer	151	\$ 8,530.27
3/5/2025	Dennis, Austin	2/28/2025	Police Officer	153.25	\$ 8,087.08
3/5/2025	Diaz, Salvador M	2/28/2025	Patrol Sergeant	186.38	\$ 9,737.72
3/5/2025	Downs, Emily A	2/28/2025	Fire Lieutenant	332	\$ 10,658.22
3/5/2025	Drury, Charles O	2/28/2025	Fire Lieutenant	272	\$ 9,687.88
3/5/2025	Erb, Brittney E	2/28/2025	Firefighter	232	\$ 8,264.32
3/5/2025	Evensen, Patrick J	2/28/2025	Fire Lieutenant	284	\$ 14,322.71
3/5/2025	Fortin, Brian R	2/28/2025	Police Officer	189	\$ 8,765.18
3/5/2025	Gonzalez-Cazares, Estela	2/28/2025	Police Officer	151.5	\$ 7,435.19
3/5/2025	Graham, Jayme L	2/28/2025	Part-time Records Clerk	38.5	\$ 900.52
3/5/2025	Harris, Tanner M	2/28/2025	Police Officer	180	\$ 8,832.68
3/5/2025	Kates, Courtney	2/28/2025	Police Officer	181.5	\$ 7,414.78
3/5/2025	Langlois, Joseph T	2/28/2025	Detective	163	\$ 8,093.97
3/5/2025	Nilsson, Trenton M	2/28/2025	Firefighter	356	\$ 11,510.09
3/5/2025	Nordman, Ronald A	2/28/2025	Special Enforcement Officer	160	\$ 5,798.52
3/5/2025	Rhodes, Brandon L	2/28/2025	Detective	166.38	\$ 8,680.36
3/5/2025	Schild, Andrew D	2/28/2025	Police Officer	169	\$ 7,655.80
3/5/2025	Schmick, Dylan E	2/28/2025	Patrol Sergeant	187.13	\$ 10,079.22
3/5/2025	St Clair, Andrea M	2/28/2025	Records Clerk	160	\$ 4,866.00
3/5/2025	Watkins, Daniel I	2/28/2025	Police Officer	167.25	\$ 9,977.30
3/5/2025	Williams, Troy J	2/28/2025	Fire Lieutenant	200	\$ 7,465.80

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 28, 2025

DaShari Schmick
Interim Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Chair



CITY OF COLLEGE PLACE

HUMAN RESOURCES DEPARTMENT

625 South College Avenue
College Place, WA 99324
509-529-1200

July 10, 2024

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

Re: Firefighter Testing

Dear Commissioners:

As a result of the open and competitive testing process, which concluded on July 9, 2024, to establish a Firefighter Eligibility List, the following list is outlined for your approval and certification:

Firefighter		
Rank	Name	Score
1	Jackson, Nattilie	88.50
2	Granchukoff, Hannah	87.89
3	Garcia, Armando	84.61
4	Bollinger, Tanner	83.48
5	Nelson, Aaron	81.82
6	Wexler, Benjamin	79.85
7	Schroetlin, Ian	76.88
8	Fortune, Joshua	69.96

Respectfully,

A handwritten signature in cursive script, appearing to read 'Shawn Doering'.

Shawn Doering
Civil Service Secretary

Certified by:

A handwritten signature in cursive script, appearing to read 'Anthony Boyle'.

Anthony Boyle, Commissioner

A handwritten signature in cursive script, appearing to read 'Bill Kelly'.

Bill Kelly, Commissioner

A handwritten signature in cursive script, appearing to read 'JoAnn Wiggins'.

JoAnn Wiggins, Commissioner

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

July 11, 2024

Chief David Winter
College Place Fire Department
629 S College Ave
College Place, WA 99324

Dear Chief Winter,

On 7/11/2024, the Civil Service Commission approved an updated certified eligibility list. Per Civil Service Rule 10.05.05, three names are being certified. Below are the certified eligible applicants for the position of Firefighter:

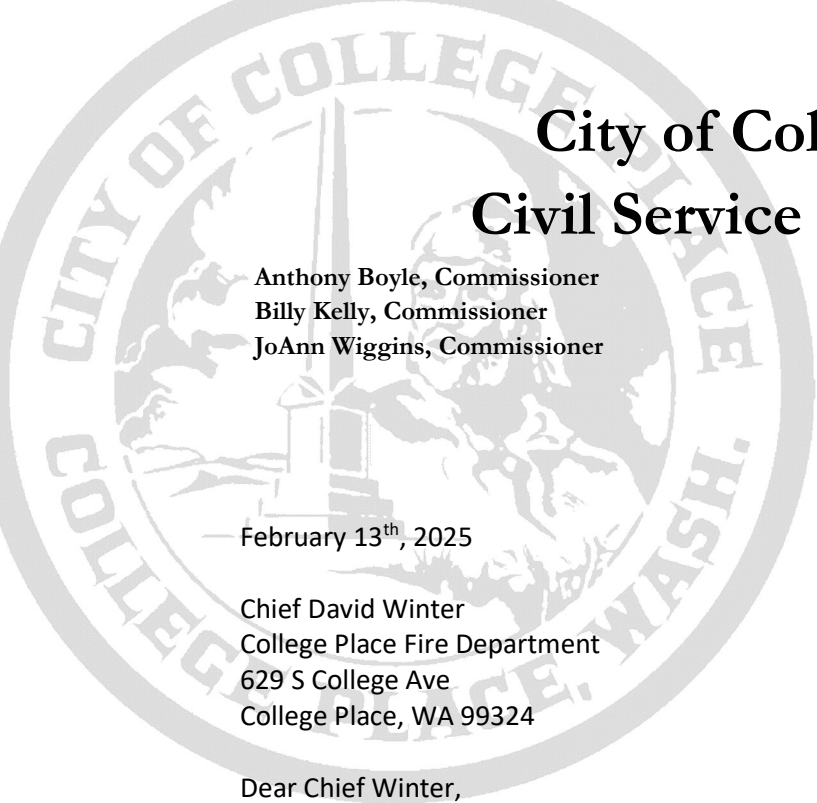
Name
Garcia, Armando
Granchukoff, Hannah
Jackson, Nattilie

Respectfully,


Bill Kelly, Commissioner


Anthony Boyle, Commissioner


JoAnn Wiggins, Commissioner



City of College Place

Civil Service Commission

Anthony Boyle, Commissioner
Billy Kelly, Commissioner
JoAnn Wiggins, Commissioner

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

February 13th, 2025

Chief David Winter
College Place Fire Department
629 S College Ave
College Place, WA 99324

Dear Chief Winter,

On 7/11/2024, the Civil Service Commission approved an updated certified eligibility list. The list was provided to you with the top three applicants. With the recently approved position, there are two vacancies and per Civil Service Rule 10.05.05, four names are being certified. Below are the certified eligible applicants for the position of Firefighter:

Name
Bollinger, Tanner
Garcia, Armando
Granchukoff, Hannah
Jackson, Nattilie

Respectfully,

Bill Kelly, Commissioner

Anthony Boyle, Commissioner

JoAnn Wiggins, Commissioner