

Thursday, June 12, 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=DGGQST6A3EBD>

Zoom: <https://us06web.zoom.us/j/86117439039>

Or you may call this number to listen: 1-669-900-9128 ID#861 1743 9039

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Jun 12, 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

Members Excused:

Commission Vice Chair - Anthony Boyle

Subject :	1.03 Public Comment
Meeting :	Jun 12, 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 June 12th, 2025
Meeting :	Jun 12, 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 May 8th, 2025
Meeting : Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent), Minutes
Minutes : [View Minutes](#) for May 8, 2025 - College Place Civil Service Commission - Hybrid Meeting

File Attachments

[05_08_2025_CivilServiceMeetingMinutes.pdf \(117 KB\)](#)

Consent

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Subject : 2.03 Approve Payroll from May 2025
Meeting : Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type :

Public Content

File Attachments

[5.2025 Payroll Certification.pdf \(429 KB\)](#)

Subject : 2.04 Approve Consent Agenda
Meeting : Jun 12, 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 June 12th, 2025, the minutes from May 8th, 2025 and the May 2025 payroll.

Consent

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3. REGULAR AGENDA

Subject :	3.01 Any Other Business for the Good of the Order
Meeting :	Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion, Information

Public Content

Fire Department Lieutenant Eligibility List

The most recent Eligibility List expired in April 2025. Emily Downs submitted her resignation in February 2025. The position has been vacant since and the Fire Chief would like to extend the Fire Lieutenant Eligibility List for an additional year, making the expiration date April 2026.

Fire Department Firefighter Eligibility Testing

Annually we update our Firefighter Eligibility List, which consists of a physical test as well as written. The current testing requirements are attached with the changes noted.

- Changing the age requirement.
- "Required" versus "Preferred" certificate/license qualifications.
- Revised language with requirements be met at time of Chief's interview versus at time of hire.

File Attachments

[Fire LT Eligibility List Extension Request 2025.pdf \(51 KB\)](#)
[Fire Lieutenant-Certified Chiefs List 4.2024.pdf \(405 KB\)](#)
[Civil Service Testing Information - Firefighter 2025.pdf \(1,091 KB\)](#)
[Civil Service Testing Information - Firefighter 2025 Redlined.pdf \(1,215 KB\)](#)

Subject :	3.02 Firefighter Lieutenant Eligibility List
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Meeting :	Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action (Consent)
Preferred Date :	Jun 12, 2025
Recommended Action :	Motion to approve extension of Fire Lieutenant Eligibility List through April 2026.

Public Content

Fire Department Lieutenant Eligibility List

The most recent Eligibility List expired in April 2025. Emily Downs submitted her resignation in February 2025. The position has been vacant since and the Fire Chief would like to extend the Fire Lieutenant Eligibility List for an additional year, making the expiration date April 2026.

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Subject :	3.03 Updates to Firefighter Eligibility Testing Requirements
Meeting :	Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action (Consent)
Preferred Date :	Jun 12, 2025
Recommended Action :	Motion to approve the recommended changes to the Firefighter Eligibility Testing Requirements for 2025.

Public Content

Fire Department Firefighter Eligibility Testing

Annually we update our Firefighter Eligibility List, which consists of a physical test as well as written. The current testing requirements are attached with the changes noted.

- Changing the age requirement.
- "Required" versus "Preferred" certificate/license qualifications.
- Revised language with requirements be met at time of Chief's interview versus at time of hire.

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4. REPORTS

5. CLOSING ITEMS

Subject :	5.01 Conclusion - Motion to conclude the meeting
Meeting :	Jun 12, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	5. CLOSING ITEMS
Access :	Public
Type :	Procedural

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;
Anthony Boyle
- Staff
- Deputy Finance Director / HR Assistant, Interim Civil Service Secretary, DaShari Schmick
Deputy City Clerk, Rhett Beardemphl

MEMBERS EXCUSED:

MEMBERS ABSENT:

Procedural: 1.03 Public Comment

None

2. CONSENT AGENDA

Minutes: 2.01 Approve Agenda for May 8th, 2025
Information, Minutes: 2.02 Approve Minutes from April 10th, 2025
Information: 2.03 Approve Payroll from April 2025

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for May 8th, 2025, the minutes from April 10th, 2025 and the April 2025 payroll. Second by Commissioner Boyle and the motion passed 3-0.

3. REGULAR AGENDA

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

Open Police Officer Position
Filled Firefighter Position

Discussion incurred.

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Boyle made a motion to conclude the meeting at 12:03 PM 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 May 8, 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
6/4/2025	Adams, Eric H	5/31/2025	Police Officer	199.75	\$ 8,979.26
6/4/2025	Barker, Kyle A	5/31/2025	Police Officer	181	\$ 7,979.73
6/4/2025	Barr, Marianne K	5/31/2025	Chief Clerk - PD	184	\$ 5,552.44
6/4/2025	Bartlett, Logan K	5/31/2025	Firefighter	261	\$ 7,460.73
6/4/2025	Bennett, George	5/31/2025	Police Officer	177.25	\$ 8,193.72
6/4/2025	Boose, John A	5/31/2025	Fire Marshall	176	\$ 8,262.98
6/4/2025	Cole, Tanner C	5/31/2025	Police Officer	194	\$ 8,512.34
6/4/2025	Dennis, Austin	5/31/2025	Police Officer	192	\$ 7,808.93
6/4/2025	Diaz, Salvador M	5/31/2025	Patrol Sergeant	183.25	\$ 10,570.44
6/4/2025	Drury, Charles O	5/31/2025	Fire Lieutenant	248	\$ 7,694.08
6/4/2025	Erb, Brittney E	5/31/2025	Firefighter	260	\$ 7,759.68
6/4/2025	Evensen, Patrick J	5/31/2025	Fire Lieutenant	284	\$ 9,410.71
6/4/2025	Fortin, Brian R	5/31/2025	Police Officer	177	\$ 8,851.33
6/4/2025	Gonzalez-Cazares, Estela	5/31/2025	Police Officer	190.75	\$ 7,240.91
6/4/2025	Graham, Jayme L	5/31/2025	Part-time Records Clerk	29.5	\$ 690.01
6/4/2025	Granchukoff, Hannah	5/31/2025	Firefighter	248	\$ 6,517.47
6/4/2025	Harris, Tanner M	5/31/2025	Police Officer	182.25	\$ 9,786.00
6/4/2025	Kates, Courtney	5/31/2025	Police Officer	170.5	\$ 7,549.61
6/4/2025	Langlois, Joseph T	5/31/2025	Detective	173.5	\$ 8,578.52
6/4/2025	Nilsson, Trenton M	5/31/2025	Firefighter	267	\$ 8,741.95
6/4/2025	Nordman, Ronald A	5/31/2025	Special Enforcement Officer	180	\$ 5,680.88
6/4/2025	Rhodes, Brandon L	5/31/2025	Detective	170	\$ 8,888.79
6/4/2025	Schild, Andrew D	5/31/2025	Police Officer	183.51	\$ 7,655.80
6/4/2025	Schmick, Dylan E	5/31/2025	Patrol Sergeant	217.5	\$ 11,303.41
6/4/2025	St Clair, Andrea M	5/31/2025	Records Clerk	185	\$ 5,280.88
6/4/2025	Watkins, Daniel I	5/31/2025	Police Officer	217.5	\$ 10,478.07
6/4/2025	Williams, Troy J	5/31/2025	Fire Lieutenant	248	\$ 7,694.08

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, 2025.

DaShari Schmick
Interim Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Chair

CITY OF COLLEGE PLACE

FIRE DEPARTMENT

Fire Chief David Winter
629 S College Ave.
COLLEGE PLACE WA 99324
(509) 529-6506
FAX (509) 529-0184

May 22, 2025

Subject: Request for Extension of Lieutenant's List

Dear Dashari Schmick,

I am writing to formally request an extension of the current Lieutenant's list for an additional year. Given the ongoing needs of our department and the current circumstances, I believe that extending the list will help ensure continuity and maintain operational efficiency.

Thank you for considering my request. Please let me know if you need any further information or if there are any additional steps I should take.

Best regards,

A handwritten signature in black ink, appearing to read "David Winter", is written over a large, faint, pinkish-red Maltese cross watermark. The watermark contains the text "HONOR", "COLLEGE PLACE FIRE", "SERVING SINCE 1947", and "INTEGRITY".

David Winter
Fire Chief
College Place Fire Department

City of College Place

Civil Service Commission

Anthony Boyle, Commissioner
Bill Kelly, Commission Vice-Chair
JoAnn Wiggins, Commissioner

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

April 17, 2024

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

Dear Chief Winter,

On April 18, 2024, the Civil Service Commission approved an updated certified eligibility list. Per Civil Service Rule 10.05.05, six names are being certified as there are four open Fire Lieutenant positions. Below are the certified eligible applicants for the position of Fire Lieutenant:

Name
Bartlett, Logan
Downs, Emily
Drury, Charlie
Evensen, Patrick
Nilsson, Trenton
Williams, Troy

Respectfully,

Anthony Boyle,
Commissioner

Bill Kelly,
Commissioner

JoAnn Wiggins,
Commissioner



City of College Place

Civil Service Commission

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JoAnn Wiggins, Commissioner

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2025 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 13, 2025
CLOSE: July 11, 2025

PHYSICAL ABILITY TEST (PAT)

DATE: July 7, 2025 – 9:00am
PLACE: Fire Training Tower, 300 Cayuse, Walla Walla, WA

WRITTEN TEST

DATE: July 7, 2025 – 1:00pm
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

ORAL INTERVIEW

DATE: July 8th – 9th, 2025 as needed for overflow – 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 18 years of age at time of Chief's Interview.
- Must be a US Citizen or Lawful Permanent Resident.
- Must have a Washington State EMT B license at the time of Chief's Interview.
- Preferred one year of firefighting experience at time of Chief's Interview.
- Preferred IFSAC Firefighter I certification at the time of Chief's Interview.
- Preferred Wildland Firefighter 2 at the time of Chief's Interview.

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 place 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 place 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



City of College Place

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ORAL INTERVIEW

DATE: July 8th – 9th, 2025 as needed for overflow, 2024 – time assigned after successful completion of PAT
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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 18 years of age at time of Chief's Interview.
- Must be a US Citizen or Lawful Permanent Resident.
- Must have a Washington State EMT B license at the time of Chief's Interview.
- Must have one year of firefighting experience at time of Chief's Interview.
- Must have Preferred IFSAC Firefighter I certification at the time of Chief's Interview.
- Preferred Wildland Firefighter 2 at the time of Chief's Interview.

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~~Must have one year of firefighting experience at time of hire.~~

2. Testing Components and Scoring

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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 18 years of age at time of Chief's Interview.
- Must be a US Citizen or Lawful Permanent Resident.
- Must have a Washington State EMT B license at the time of Chief's Interview.
- Must have one year of firefighting experience at time of Chief's Interview.
- Must have Preferred IFSAC Firefighter I certification at the time of Chief's Interview.
- Preferred Must have Wildland Firefighter 2 at the time of Chief's Interview.

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~~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 place 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 place 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