

Thursday, August 14, 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=DK2NEH5F9469>

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 :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Aug 14, 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
Civil Service Secretary - Shawn Doering
Deputy City Clerk - Rhett Beardemphl

Subject :	1.03 Public Comment
Meeting :	Aug 14, 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 August 14, 2025
Meeting :	Aug 14, 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 July 10, 2025

Meeting : Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting

Category : 2. CONSENT AGENDA

Access : Public

Type : Action (Consent), Minutes

Minutes : [View Minutes](#) for Jul 10, 2025 - College Place Civil Service Commission - Hybrid Meeting

File Attachments

[07_10_2025_CivilServiceMeetingMinutes.pdf \(114 KB\)](#)

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 July 2025

Meeting : Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting

Category : 2. CONSENT AGENDA

Access : Public

Type :

Public Content

File Attachments

[7.2025 Payroll Certification.pdf \(429 KB\)](#)

Subject : 2.04 Approve Consent Agenda

Meeting : Aug 14, 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 August 14, 2025, the minutes from July 10, 2025 and the July 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 Entry-level Police Officer Testing
Meeting :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Entry-level Police Officer testing process as presented.

Public Content

On 8/11/2025, Police Chief Troy Tomaras submitted a letter to the Civil Service Commission requesting that testing be scheduled to update the continuous Entry-Level Police Officer Eligibility List. The current list will expire on 11/14/2025.

File Attachments

[2025 Civil Service List Request.pdf \(298 KB\)](#)
[8-2025 Entry-level PD Testing Information.pdf \(451 KB\)](#)

Subject :	3.02 Lateral Police Officer Testing
Meeting :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the Lateral Police Officer testing process as presented.

Public Content

On 8/11/2025, Police Chief Troy Tomaras submitted a letter to the Civil Service Commission requesting that testing be scheduled to create a Lateral Police Officer Eligibility List as we do not have one.

File Attachments

[2025 Civil Service List Request.pdf \(298 KB\)](#)

[8-2025 Lateral PD Testing Information.pdf \(422 KB\)](#)

Subject :	3.03 2025 Civil Service Conference
Meeting :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

The Civil Service Conference will be hosted via Zoom on October 21 and 22, 2025. I will provide more information when I receive it.

Subject :	3.04 Any Other Business for the Good of the Order
Meeting :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion, Information

4. CLOSING ITEMS

Subject :	4.01 Conclusion - Motion to conclude the meeting
Meeting :	Aug 14, 2025 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

1. OPENING ITEMS

Procedural: 1.01 Call To Order

Commissioner Kelly called the meeting to order at 12:00 PM

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: Anthony Boyle

MEMBERS ABSENT:

Procedural: 1.03 Public Comment

None

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for July 10th, 2025
Action (Consent), Minutes: 2.02 Approve Minutes from June 12th, 2025
Action (Consent): 2.03 Approve Payroll from June 2025
Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for July 10th, 2025, the minutes from June 12th, 2025 and the June 2025 payroll. Second by Commissioner Kelly and the motion passed 2-0.

3. REGULAR AGENDA

Discussion, Information: 3.01 Update Fire Eligibility List

Commissioner Wiggins made a motion to approve the Fire Eligibility List and certify the top three names to the Fire Chief. Second by Commissioner Kelly and the motion passes 2-0.

Action (Consent): 3.02 Any Other Business for the Good of the Order

None.

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Wiggins made a motion to conclude the meeting at 12:04 PM. Second by Commissioner Kelly 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 July 10, 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
8/5/2025	Adams, Eric H	7/31/2025	Police Officer	176	\$ 8,725.89
8/5/2025	Barker, Kyle A	7/31/2025	Police Officer	199.25	\$ 8,103.39
8/5/2025	Barr, Marianne K	7/31/2025	Chief Clerk - PD	184.25	\$ 5,257.35
8/5/2025	Bartlett, Logan K	7/31/2025	Firefighter	258.5	\$ 7,353.96
8/5/2025	Bennett, George	7/31/2025	Police Officer	194.89	\$ 7,745.43
8/5/2025	Boose, John A	7/31/2025	Fire Marshall	208	\$ 7,986.54
8/5/2025	Cole, Tanner C	7/31/2025	Police Officer	184	\$ 8,512.34
8/5/2025	Dennis, Austin	7/31/2025	Police Officer	174.25	\$ 7,949.39
8/5/2025	Diaz, Salvador M	7/31/2025	Patrol Sergeant	198	\$ 10,630.35
8/5/2025	Drury, Charles O	7/31/2025	Fire Lieutenant	224	\$ 7,694.08
8/5/2025	Erb, Brittney E	7/31/2025	Firefighter	248	\$ 6,905.53
8/5/2025	Evensen, Patrick J	7/31/2025	Fire Lieutenant	219.5	\$ 8,292.71
8/5/2025	Fortin, Brian R	7/31/2025	Police Officer	190	\$ 8,387.56
8/5/2025	Gonzalez-Cazares, Estela	7/31/2025	Police Officer	184.88	\$ 7,240.91
8/5/2025	Graham, Jayme L	7/31/2025	Part-time Records Clerk	40.25	\$ 941.45
8/5/2025	Granchukoff, Hannah	7/31/2025	Firefighter	252	\$ 6,678.51
8/5/2025	Harris, Tanner M	7/31/2025	Police Officer	203.75	\$ 9,892.26
8/5/2025	Jackson, Nattilie	7/31/2025	Firefighter	237.25	\$ 8,215.70
8/5/2025	Kates, Courtney	7/31/2025	Police Officer	191.5	\$ 7,609.06
8/5/2025	Langlois, Joseph T	7/31/2025	Detective	190	\$ 7,891.13
8/5/2025	Nilsson, Trenton M	7/31/2025	Firefighter	339.25	\$ 12,164.04
8/5/2025	Nordman, Ronald A	7/31/2025	Special Enforcement Officer	190	\$ 5,798.52
8/5/2025	Rhodes, Brandon L	7/31/2025	Detective	193.38	\$ 8,888.79
8/5/2025	Schild, Andrew D	7/31/2025	Police Officer	188	\$ 7,920.81
8/5/2025	Schmick, Dylan E	7/31/2025	Patrol Sergeant	184	\$ 10,145.15
8/5/2025	St Clair, Andrea M	7/31/2025	Records Clerk	187.5	\$ 4,987.63
8/5/2025	Watkins, Daniel I	7/31/2025	Police Officer	183	\$ 8,758.48
8/5/2025	Williams, Troy J	7/31/2025	Fire Lieutenant	272	\$ 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 July 31, 2025.

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Chair

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

625 South College Avenue
College Place, Washington 99324
(509) 394-8550
www.cpwa.us

August 11, 2025

Dear Civil Service Commissioners,

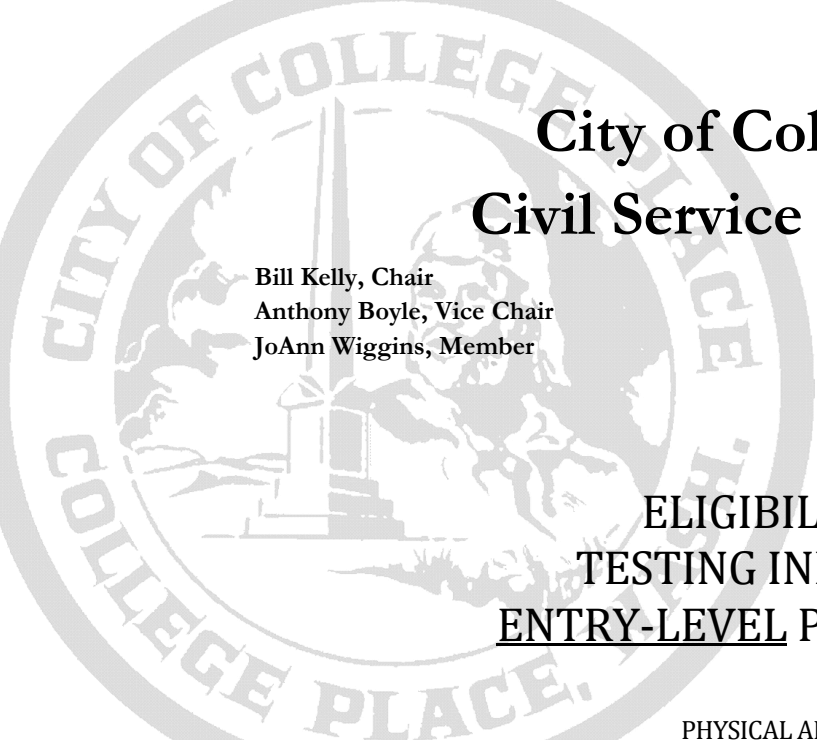
With the anticipation of future vacancies within the police department, I respectfully petition in accordance with the civil service rules to establish a new eligibility list.

If you have any questions or concerns, please contact myself or the Civil Service Secretary/Examiner Shawn Doering.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Tomaras", with a stylized flourish extending from the end.

Troy Tomaras
Chief of Police



City of College Place

Civil Service Commission

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

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

ELIGIBILITY LIST TESTING INFORMATION ENTRY-LEVEL POLICE OFFICER

PHYSICAL ABILITY TEST

Administered by Public Safety Testing

WRITTEN EXAMINATION

Administered by Public Safety Testing

Applicants who have passed the Physical Ability Test and Written Examination through Public Safety Testing and have no automatic disqualifiers will be eligible for an oral interview. If necessary, the Civil Service may limit the number of interviews. If a cap is placed on the number of interviews, those scoring the highest on the written exam will be selected to interview.

ORAL INTERVIEW

DATE: To Be Determined

PLACE: City of College Place – 625 S College Ave, College Place

The interview panel will consist of a minimum of three members: one sergeant from the CPPD, one non-probationary CPPD officer, and a CPPD Detective. If available, one additional community member or representative from a similar agency may be added to the panel.

The following is the criteria for an ENTRY-LEVEL POLICE OFFICER for the City of College Place, Washington:

1. All steps must be met prior to being placed on the eligibility list.
2. All candidates shall come from the eligibility list.
3. Applicants for the position of Police Officer must:
 - a. Pass the physical and written test administered by Public Safety Testing before being scheduled for an oral board interview; and
 - b. Be a US Citizen or lawful permanent resident; and
 - c. Be a minimum of 21 years of age at the time of hire; and
 - d. At a minimum, have a high school diploma; and
 - e. Have a valid Washington or Oregon driver's license depending on the candidate's state of residency or, if living outside of Washington or Oregon, be able to obtain a valid license in either state within 30 days of moving after accepting a final job offer.

4. The test will consist of three parts, scored as follows:
 - a. Physical Ability Test Pass/Fail
 - b. Written Examination 70% minimum
 - c. Oral Interview 70% minimum
 - d. Final Civil Service score is based on 40% of the written test score and 60% of the oral interview scores; combined to create a minimum score of 70%.
5. A score of 70% on the oral interview is required to become registered on the eligibility list. If eligible, Veterans Preference points will be added to the final score of those candidates who submit a copy of their DD-214, provided that the candidate scored a minimum of 70% in the combined written and oral examination.
6. Appointments are made from the eligibility list by submitting the names of the three highest-ranked candidates in alphabetical order, without grade or position to the Chief of Police. Candidates will be interviewed by the Chief, and as the hiring authority, he will make a selection for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:
 - a. FBI fingerprint check
 - b. Polygraph examination
 - c. Criminal History check
 - d. Medical/physical examination
 - e. Drug screening
 - f. Background investigation
 - g. Psychological evaluation/examination
 - h. Other background checks as deemed necessary to determine an applicant's fitness for employment.

*Each phase must be passed successfully before the appointment can be made.
7. All candidates named on the eligibility list must meet the minimum Law Enforcement and Fire Fighters Physical requirements before they can be considered for employment by the City of College Place. The physical examination will be given by a physician selected by the City of College Place, at our expense. This examination will be administered only when and if the candidate becomes a finalist for appointment.
8. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point upon notification to the City.

The City of College Place is an Equal Opportunity Employer

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

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College Place, Washington 99324
(509) 394-8550
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August 11, 2025

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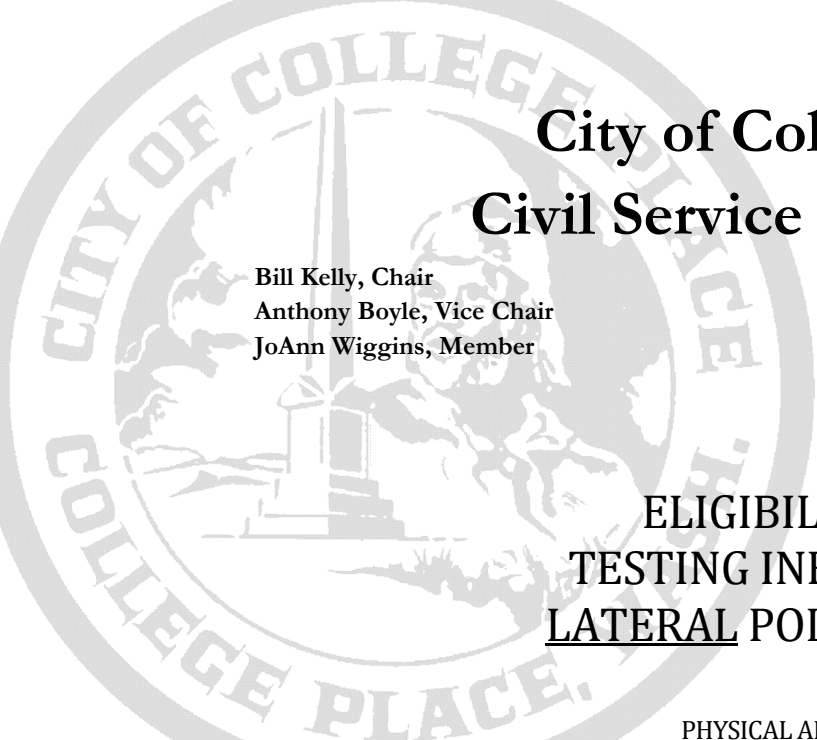
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Sincerely,

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Troy Tomaras
Chief of Police



City of College Place

Civil Service Commission

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

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

ELIGIBILITY LIST TESTING INFORMATION LATERAL POLICE OFFICER

PHYSICAL ABILITY TEST

Lateral applicants are required to pass the physical ability test prior to being scheduled for an oral board interview.

DATE: To Be Determined
PLACE: Administered by the City of College Place

ORAL INTERVIEW

DATE: To be Determined
PLACE: City of College Place – 625 S College Ave, College Place

The interview panel will consist of a minimum of three members: one sergeant from the CPPD, one non-probationary CPPD officer, and a CPPD Detective. If available, one additional community member or representative from a similar agency may be added to the panel.

The following is the criteria for a LATERAL POLICE OFFICER for the City of College Place, Washington:

1. All steps must be met prior to being placed on the eligibility list.
2. All candidates shall come from the Lateral Eligibility list.
3. Applicants for the position of Lateral Police Officer must:
 - a. Be a US Citizen or lawful permanent resident; and
 - b. Be a minimum of 21 years of age at the time of hire; and
 - c. Have a high school diploma; and
 - d. Have a valid Washington or Oregon driver's license depending on the candidate's state of residency or, if living outside of Washington or Oregon, be able to obtain a valid license in either state within 30 days of moving after accepting a final job offer; and
 - e. Have successfully graduated from the Washington State Basic Law Enforcement Academy or, if currently employed as a police officer in another state, be eligible to complete the Equivalency Academy with the Washington State Criminal Justice Training Commission; and
 - f. Be currently employed as a commissioned police officer for a minimum of two years, and
 - g. Complete the Personal History Statement form with no automatic disqualifiers; and
 - h. Pass the oral interview and physical ability test.

4. The test will consist of two parts, scored as follows:
 - a) Physical Ability Test Pass/Fail
 - b) Oral Interview 70% minimum
5. A score of 70% on the oral interview is required to become registered on the eligibility list. If eligible, Veterans Preference points will be added to the final score of those candidates who submit a copy of their DD-214, provided that the candidate scored a minimum of 70% in the combined written and oral examination.
6. Appointments are made from the Lateral Eligibility list by submitting the names of the three highest-ranked candidates in alphabetical order, without grade or position to the Chief of Police. Candidates will be interviewed by the Chief, and as the hiring authority, he will make a selection for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:
 - a. FBI fingerprint check
 - b. Polygraph examination
 - c. Criminal History check
 - d. Medical/physical examination
 - e. Drug screening
 - f. Background investigation
 - g. Psychological evaluation/examination
 - h. Other background checks as deemed necessary to determine an applicant's fitness for employment.

*Each phase must be passed successfully before the appointment can be made.
7. All candidates named on the Lateral Eligibility list must meet the minimum Law Enforcement and Fire Fighters Physical requirements before they can be considered for employment by the City of College Place. The physical examination will be given by a physician selected by the City of College Place, at our expense. This examination will be administered only when and if the candidate becomes a finalist for appointment.
8. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point upon notification to the City.

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