

Regular Civil Service Commission Meeting- Hybrid (In-Person & Online)
Thursday, September 10, 2026 12:00 PM
College Place City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed by joining the Zoom meeting.

Zoom Attendee Link:

<https://us06web.zoom.us/j/81863885303>

Or you may call this number to listen: 1-669-900-9128 ID#81863885303

Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Meeting recordings will be uploaded the following day of the meeting to the City of College Place, Washington, YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

A. Call To Order

B. Roll Call

C. Public Comment

1. Instructions for Public Comment

D. Consent Agenda

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council 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 Council Members 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 Council Member.

1. Agenda Civil Service Commission 09/10/2026
2. Civil Service Commission Minutes 08/13/2026
3. Approve Payroll from 09/03/2026
4. Approve Consent Agenda

E. Regular Agenda

1. PT Police Records Clerk Testing Schedule & Information 2026
2. Any Other Business for the Good of the Order

F. Closing Items

1. Conclusion

The City of College Place welcomes full participation in public meetings by all citizens. No individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you require assistance to participate in or benefit from City services, email clerk@cpwa.us. Please provide twenty-four (24) hours notice for additional arrangements to reasonably accommodate special needs.

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Template - College Place Civil Service Commission - Hybrid Meeting (Thursday, August 13th, 2026)*Generated by Amber Brooker***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 Bill Kelly;
Members Charles Peters;

Staff Human Resources Manager/Civil Service Secretary, Amber Brooker
Deputy City Clerk, Kathia Jimenez

MEMBERS EXCUSED: JoAnne Wiggins

MEMBERS ABSENT:

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Minutes: 2.01 Approve Agenda for August 13th, 2026

Information, Minutes: 2.02 Approve Minutes from July 9th, 2026

Information: 2.03 Approve Payroll from July 2026

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Peters made a motion to approve the consent agenda which included the agenda for August 13th, 2026, the minutes from July 9th, 2026 and the July 2026 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

Welcoming New Civil Services Commissioner, Charles Peters to Position 1.

Discussion incurred.

4. CLOSING ITEMS

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Peters made a motion to conclude the meeting at 12:04 PM Second by Commissioner Kelly and, with no objection, the meeting concluded.

Approved:

Bill KellyAttest:

Amber Brooker, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred May 8th, 2025. Further detail may be obtained by reviewing the actual audio recording made during this session.

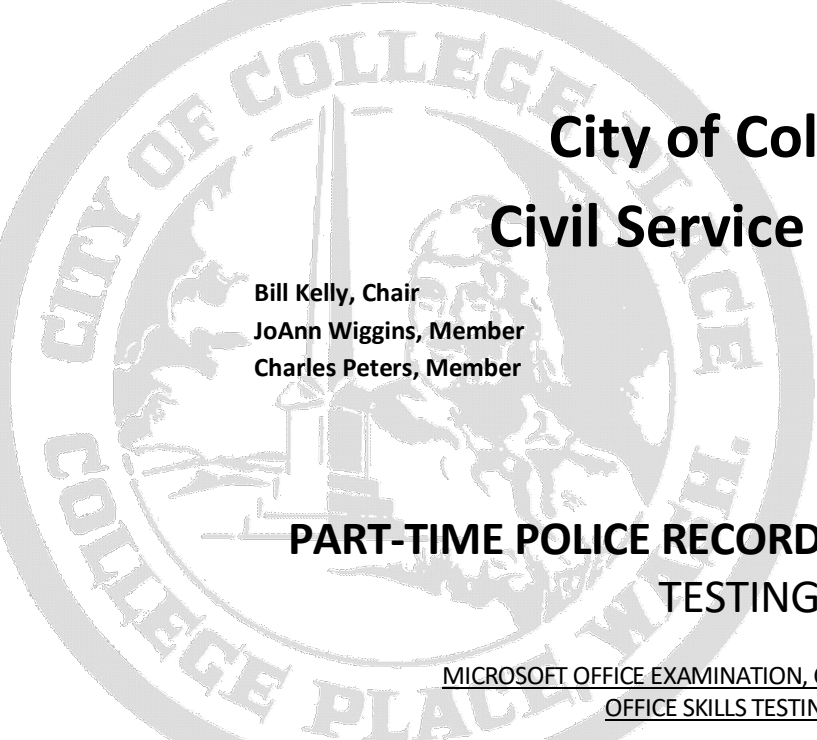
Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
9/3/2026	Adams, Eric H	8/31/2026	Police Officer	172	\$ 8,578.42
9/3/2026	Barker, Kyle A	8/31/2026	Police Officer	191	\$ 9,125.30
9/3/2026	Barr, Marianne K	8/31/2026	Chief Clerk - PD	170.5	\$ 5,573.02
9/3/2026	Bartlett, Logan K	8/31/2026	Firefighter	280	\$ 9,333.89
9/3/2026	Bennett, George	8/31/2026	Police Officer	186	\$ 8,129.36
9/3/2026	Boose, John A	8/31/2026	Fire Marshall	182	\$ 9,002.83
9/3/2026	Cole, Tanner C	8/31/2026	Police Officer	176	\$ 8,778.47
9/3/2026	Dennis, Austin	8/31/2026	Police Officer	172.75	\$ 8,213.91
9/3/2026	Diaz, Salvador M	8/31/2026	Patrol Sergeant	183	\$ 10,220.00
9/3/2026	Drivdahl, Natilie	8/31/2026	Firefighter	175	\$ 6,836.70
9/3/2026	Drury, Charles O	8/31/2026	Fire Lieutenant	240	\$ 8,041.70
9/3/2026	Erb, Brittney E	8/31/2026	Firefighter	328	\$ 9,714.54
9/3/2026	Evensen, Patrick J	8/31/2026	Fire Lieutenant	230	\$ 11,321.58
9/3/2026	Faggard, Daniel	8/31/2026	Police Officer	170	\$ 6,071.23
9/3/2026	Fortin, Brian R	8/31/2026	Police Officer	182.5	\$ 8,616.52
9/3/2026	Vacant	8/31/2026	Part-time Records Clerk	0	\$ -
9/3/2026	Granchukoff, Hannah	8/31/2026	Firefighter	240	\$ 6,811.70
9/3/2026	Harris, Tanner M	8/31/2026	Police Officer	193	\$ 9,801.51
9/3/2026	Kates, Courtney	8/31/2026	Police Officer	183	\$ 7,943.34
9/3/2026	Langlois, Joseph T	8/31/2026	Police Officer	173.25	\$ 8,674.42
9/3/2026	Nilsson, Trenton M	8/31/2026	Firefighter	341.75	\$ 12,906.15
9/3/2026	Nordman, Ronald A	8/31/2026	Special Enforcement Officer	160	\$ 5,813.23
9/3/2026	Rhodes, Brandon L	8/31/2026	Detective	171.28	\$ 9,118.25
9/3/2026	Schild, Andrew D	8/31/2026	Police Officer	174.52	\$ 8,038.59
9/3/2026	Schmick, Dylan E	8/31/2026	Patrol Sergeant	177	\$ 8,486.87
9/3/2026	St Clair, Andrea M	8/31/2026	Records Clerk	172.5	\$ 5,229.00
9/3/2026	Walling, Estela	8/31/2026	Police Officer	173	\$ 8,078.21
9/3/2026	Watkins, Daniel I	8/31/2026	Police Officer	187.75	\$ 9,824.25
9/3/2026	Williams, Troy J	8/31/2026	Fire Lieutenant	264	\$ 8,041.70

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 August 31, 2026.

Amber Brooker
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Chair



City of College Place

Civil Service Commission

Bill Kelly, Chair
JoAnn Wiggins, Member
Charles Peters, Member

Amber Brooker
Civil Service Secretary
abrooker@cpwa.us
509-394-8508

PART-TIME POLICE RECORDS CLERK (16 HOURS/WEEK) TESTING NOTICE

MICROSOFT OFFICE EXAMINATION, CUSTOMER SERVICE SKILLS TESTING,
OFFICE SKILLS TESTING AND TYPING TEST

DATE: Friday, September 4, 2026
TIMES: 8:30AM, 10AM, 1PM, 2:30PM
PLACE: College Place Fire Department, 629 S College Ave, College Place

Applicants who pass the Microsoft Office Exam will be invited to take the Oral Interview.

ORAL INTERVIEW

DATE: Scheduled individually, to be determined
TIME: Scheduled individually, to be determined
PLACE: College Place City Hall, 625 S College Ave, College Place

The Oral Interview Panel will consist of four member including one Sergeant from the CPPD and the CPPD Records Supervisor. The remaining two positions will be filled by City of College Place personnel or personnel from a similar agency.

Additional Information

- Each phase must be passed successfully before moving to the next phase.
- The test will consist of three parts, scored as follows:
 - Microsoft Office (Word & Excel) 70% minimum
 - Written Examination (Customer Service & Office Skills) 70% minimum
 - Oral Interview 70% minimum
 - Final civil service placing is based on 40% of the test scores and 60% of the oral interview scores; combined to create a minimum passing score of 70%.
- A score of 70% on the oral interview is required to become registered on the eligibility list. If eligible, Veterans Preference will be added to the final score of those candidates who submit the proper documentation, provided that the candidate scored a minimum of 70% in the combined written and oral examinations. Applicants will be notified of their scores after the Civil Service Commission has certified the results.
- 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. The candidates will be

interviewed and one will be selected for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:

- FBI fingerprint check
 - Polygraph examination
 - Criminal History check
 - Background investigation
 - Other background checks as deemed necessary to determine an applicant's fitness for employment.
5. All candidates shall come from the eligibility list.
6. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point in the process.

The City of College Place is an Equal Opportunity Employer