

CIVIL SERVICE COMMISSION AGENDA

June 4, 2026

4:00 PM

Sedro-Woolley Municipal Building

Skagit Room

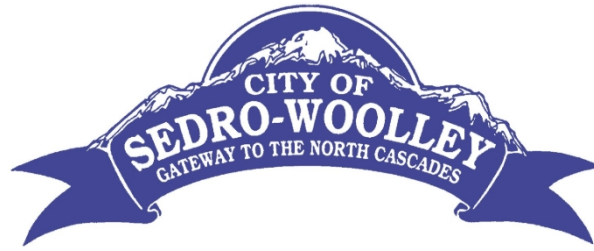
325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
 - 1. Approve Previous Meeting Minutes
- d. New Business**
 - 1. Request Removal of Entry-Level Candidates
 - 2. Certify Entry-Level Candidatees
 - 3. Police Update
 - 4. Fire Update
- e. Adjournment**

Next Meeting of the Civil Service Commission -

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



Civil Service Commission Agenda Item

Agenda Item No.: c.1.

Date: June 4, 2026

From:

Subject: Approve Previous Meeting Minutes

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Special Civil Service Meeting Minutes 05.07.2026

Special Civil Service Meeting

Date: May 7, 2026

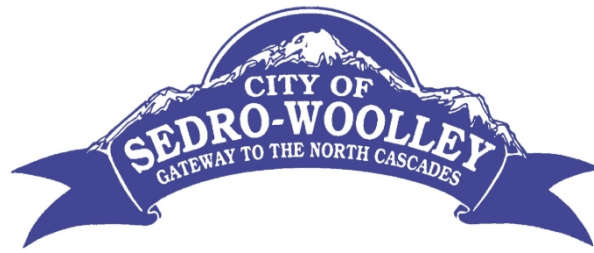
Attendance: Fire Chief Frank Wagner; Police Chief Dan McIlwraith; Commissioners Mike Janicki, Ken Van Liew, and Ken Clark; Examiner Heather Romano

Agenda:

- I. Call to Order at 4:07 p.m.
- II. Roll call
 - a. Lieutenant not in attendance
- III. Approval of previous meeting minutes
 - a. Commissioner Ken Clark moved to approve the minutes as presented
 - b. Commissioner Mike Janicki seconded the motion
 - c. Motion carried
- IV. Approve Changes to Civil Service Rules
 - a. Rule VIII, Section 4: Restoration of names to employment lists
 - i. Request to remove section per city attorney
 - ii. Candidates need to refer to appeal process
 1. Commissioner Mike Janicki moved to remove Rule VIII, Section 4 from Civil Service Rules
 2. Commissioner Ken Clark seconded the motion
 3. Motion carried
 - b. Rule VIII, Section 5: Add enhanced entry-level police candidate
 1. Would serve those candidates who have gone through academy but who do not qualify as lateral
 2. Level out the playing field for entry-level candidates
 1. Commissioner Mike Janicki moved to approve addition of enhanced entry-level candidate
 2. Commissioner Ken Clark seconded the motion
 3. Motion carried
 - c. Rule VII, Section 1: Examinations
 - i. Include tests of mental fitness to list
 - ii. Offers agency the ability to have candidates successfully complete the suitability test before becoming certified
 - iii. Will allow agency to get look at candidates at a much faster rate
 1. Commissioner Ken Clark made the motion to add “and mental” to testing requirements
 2. Commissioner Mike Janicki seconded the motion
 3. Motion carried

Special Civil Service Meeting

- V. Removal of entry-level police candidates
 - a. Commissioner Ken Clark moved to accept the list as presented
 - b. Commissioner Mike Janicki seconded the motion
 - c. Motion carried
- VI. Removal of lateral-level police candidates
 - a. Commissioner Mike Janicki moved to accept the list as presented
 - b. Commissioner Ken Clark seconded the motion
- VII. Motion carried
- VIII. Approval of new list of entry-level police candidates
 - a. Commissioner Ken Clark moved to accept the list as presented
 - b. Commissioner Mike Janicki seconded the motion
 - c. Motion carried
- IX. Approval of list of CEO-Animal Control candidates
 - a. Commissioner Mike Janicki moved to accept the list as presented
 - b. Commissioner Ken Clark seconded the motion
- X. Motion carried
- XI. Police Update
 - a. One position to hire – COPS grant
 - b. Chosen an SRO
 - i. Will be implemented in mid-August
 - ii. Will be at the high school the majority of the time
 - iii. Will fluctuate to other schools as needed
 - c. One on baby leave
 - d. One going on baby leave in June
 - e. One on light duty
- XII. Fire Update
 - a. One open position
 - i. Snafu between civil service and city rules and bargaining unit
 - 1. Blood draw is considered too invasive for drug testing
 - 2. No process that works
 - ii. Waiting for a plan between city attorney and Human Resources
 - iii. Memorandum of Understanding
- XIII. Adjournment of meeting at 4:37 p.m.



Civil Service Commission Agenda Item

Agenda Item No.: d.1.

Date: June 4, 2026

From:

Subject: Request Removal of Entry-Level Candidates

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Entry-level Candidates to Request Removal 6.04.2026

Entry-Level Candidates to Request Removal

Date: June 4, 2026

Number	Delete from Next List:
25-11201	X - Unresponsive
26-02231	X - Took position elsewhere
26-02071	X - Took position elsewhere
25-12011	X - Withdrew name
25-12223	X - Failed suitability test
26-04131	X - Failed suitability test
26-02235	X - Failed suitability test
26-01161	X - Failed suitability test
26-02211	X - Withdrew name
26-03091	X - Failed suitability test
25-12301	X - Failed suitability test
26-03301	X - Withdrew name
26-03201	X - Failed suitability test
26-03142	X - Failed suitability test
26-05022	X - Auto disqualifiers in PHS
26-04281	X – Auto disqualifiers in PHS
26-04181	X – Auto disqualifiers in PHS
26-04221	X – Auto disqualifiers in PHS
26-01061	X - Unresponsive
26-01093	X - Unresponsive
26-01081	X - Unresponsive
26-01261	X - Unresponsive
26-01262	X - Unresponsive
26-04132	X - Unresponsive
26-02141	X - Unresponsive
26-02232	X - Unresponsive
26-02233	X - Unresponsive
26-01263	X - Unresponsive
26-01242	X - Unresponsive
26-02051	X - Unresponsive
26-02111	X - Unresponsive
26-03303	X - Unresponsive
26-03031	X - Unresponsive
26-03141	X - Unresponsive
26-03143	X - Unresponsive
26-03171	X - Unresponsive
26-03162	X - Unresponsive

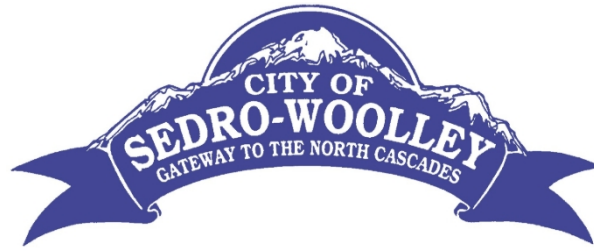
26-03304	X - Failed suitability test
26-03161	X - Failed suitability test
26-02061	X - Failed suitability test
26-03144	X - Failed suitability test
26-04121	X - Failed suitability test
25-10303	X - Failed poly
26-02234	X - Failed suitability test
26-05072	X - Failed suitability test
26-02112	X - cancelled suitability and didn't reschedule
26-05021	X - Withdrew name
26-04161	X - Failed suitability test
26-04151	X - Failed suitability test
26-04291	X - Failed to follow directions
26-05182	X - Unresponsive
26-05151	X - Unresponsive
26-04161	X - Unresponsive
26-04292	X - Unresponsive
26-05081	X - Unresponsive

We hereby certify the above examination results, computations, and final scores.

Ken Van Liew, Commissioner Chair Date

Mike Janicki, Commissioner Date

Ken Clark, Commissioner Date



Civil Service Commission Agenda Item

Agenda Item No.: d.2.

Date: June 4, 2026

From:

Subject: Certify Entry-Level Candidates

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Entry-Level Candidates to Certify Anonymous 6.4.26

Entry-Level Candidates to Certify

Date: June 4, 2026

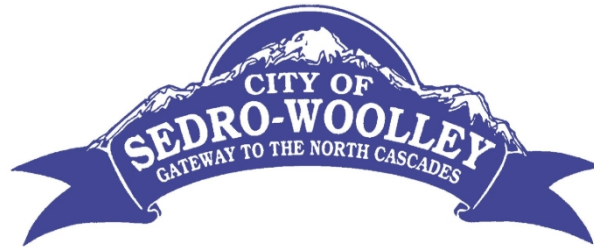
Number	Score Certified Date	Written Exam
25-11102	11/10/2025	85.92
26-04101	4/10/2026	85.05
26-03211	3/21/2026	82.64
25-10041	10/4/2025	82.34
26-04252	4/25/2026	80.34
25-11121	11/12/2025	79.71
26-03311	3/31/2026	78.22
25-08281	8/28/2025	77.04

We hereby certify the above examination results, computations, and final scores.

Ken Van Liew, Commissioner Chair Date

Mike Janicki, Commissioner Date

Ken Clark, Commissioner Date



Civil Service Commission Agenda Item

Agenda Item No.: d.3.

Date: June 4, 2026

From:

Subject: Police Update

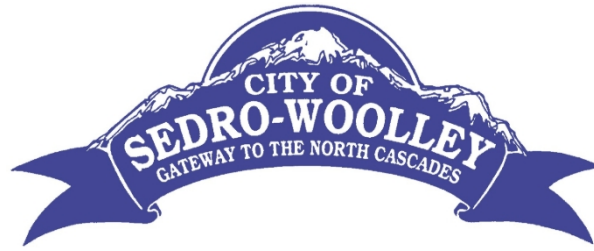
RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



Civil Service Commission Agenda Item

Agenda Item No.: d.4.

Date: June 4, 2026

From:

Subject: Fire Update

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None