

CIVIL SERVICE COMMISSION AGENDA

July 16, 2026

4:00 PM

Sedro-Woolley Municipal Building

Skagit Room

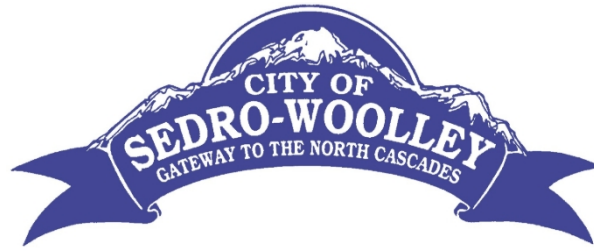
325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
 - 1. Approve Previous Meeting Minutes
- d. New Business**
 - 1. Removal of Entry-Level Candidates
 - 2. Removal of lateral-level candidates
 - 3. Certify List of Entry-Level Candidates
 - 4. Police Update
 - 5. 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: July 16, 2026

From:

Subject: Approve Previous Meeting Minutes

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Special Civil Service Meeting Minutes 06.04.2026

Special Civil Service Meeting

Date: June 4, 2026

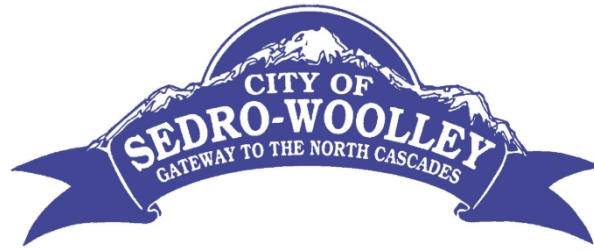
Attendance: Fire Chief Frank Wagner; Police Chief Dan McIlwraith; Commissioners Mike Janicki (in person) and Ken Van Liew (by phone); Examiner Heather Romano

Agenda:

- I. Call to Order at 4:04 p.m.
- II. Roll call
 - a. Ken Van Liew called in
 - b. Ken Clark not in attendance
- III. Approval of previous meeting minutes
 - a. Commissioner Mike Janicki moved to approve the minutes as presented
 - b. Commissioner Ken Van Liew seconded the motion
 - c. Motion carried
- IV. Removal of entry-level police candidates
 - a. Commissioner Mike Janicki moved to accept the list as presented
 - b. Commissioner Ken Van Liew seconded the motion
 - c. Motion carried
- V. Certify new list of entry-level police candidates
 - a. Commissioner Ken Van Liew moved to accept the list as presented
 - b. Commissioner Mike Janicki seconded the motion
 - c. Motion carried
- VI. Police Update
 - a. Cops Grant – looking for one officer
 - b. One officer lateralling to SO
 - c. Hired one candidate – goes to the academy in Arlington in August
 - d. Top CEO candidate going to backgrounds
- VII. Fire Update
 - a. Still waiting for candidate with conditional offer – waiting game
 - i. Drug-testing issue
 - ii. Swab or urine test
 - iii. Blood test will show recreational use of marijuana,
 - iv. Had to find a lab to do swab test
 - v. Received test results this morning
 - vi. Friday/Monday for final offer (June 5th or 8th)
- VIII. Adjournment of meeting at 4:16 p.m.
- IX. Post-Meeting Additions:
 - a. Ken Van Liew arrived at 4:35 p.m. (on June 4th)

Special Civil Service Meeting

- i. Reviewed previous meeting minutes and signed
 - ii. Signed lists to remove candidates
 - iii. Signed list to certify new entry-level candidates
- b. Ken Clark came to police station on June 25th at 3:00 p.m.
 - i. Reviewed previous meeting minutes
 - ii. Discussed reasons for removing candidates
 - iii. Approved and signed lists of candidates to remove
 - iv. Approved and signed list of candidates to certify



Civil Service Commission Agenda Item

Agenda Item No.: d.1.

Date: July 16, 2026

From:

Subject: Removal of Entry-Level Candidates

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Entry-level Candidates to Request Removal 7.16.2026

Entry-Level Candidates to Request Removal

Date: July 16, 2026

Number	Delete from Next List:
26-05273	X – Auto-disqualifiers in PHS
26-04251	X - Failed suitability test
26-04152	X - Withdrew name
25-11121	X - Failed suitability test
26-05271	X - No-showed for suitability test
26-05272	X - Failed suitability test
25-11102	X - Expired
25-10041	X - Expired
26-03311	X - Withdrew name (joined Army)
26-04102	X - Failed suitability test
26-06291	X – Auto-disqualifiers in PHS
26-04101	X - Unresponsive to requests to begin background check
26-06181	X - Failed suitability test
26-06111	X - Withdrew name
26-03211	X - Unresponsive to requests to begin background check
26-06261	X - Failed suitability test
26-06221	X - Failed suitability test
26-07022	X - Failed suitability test
26-01243	X - Failed suitability test
26-06292	X - Failed suitability test

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

Ken Van Liew, Commissioner Chair

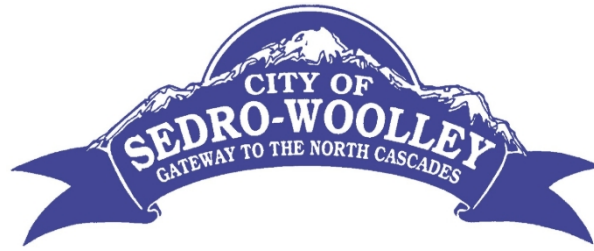
Date

Mike Janicki, Commissioner

Date

Ken Clark, Commissioner

Date



Civil Service Commission Agenda Item

Agenda Item No.: d.2.

Date: July 16, 2026

From:

Subject: Removal of lateral-level candidates

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Lateral-level Candidates to Request Removal 7.16.2026

Lateral-Level Candidates to Request Removal

Date: July 16, 2026

Number	Delete from Next List:
25-11011	X - Expired

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

Ken Van Liew, Commissioner Chair

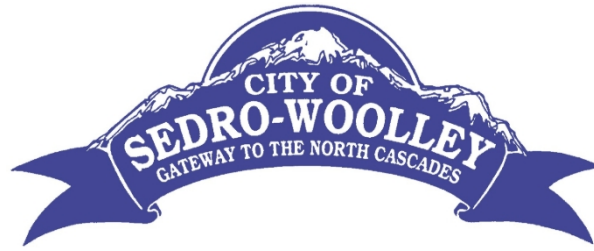
Date

Mike Janicki, Commissioner

Date

Ken Clark, Commissioner

Date



Civil Service Commission Agenda Item

Agenda Item No.: d.3.

Date: July 16, 2026

From:

Subject: Certify List of Entry-Level Candidates

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Entry-Level Candidates to Certify Anonymous 7.16.26

Entry-Level Candidates to Certify

Date: July 16, 2026

Number	Score Certified Date	Written Exam
26-05262	5/26/2026	88.15
26-05181	5/18/2026	84.20
26-05071	5/7/2026	84.16
26-05261	5/26/2026	82.33
26-04252	4/25/2026	80.34
26-06241	6/24/2026	79.89
26-02141	2/14/2026	79.01
25-08281	8/28/2025	77.04

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

Ken Van Liew, Commissioner Chair

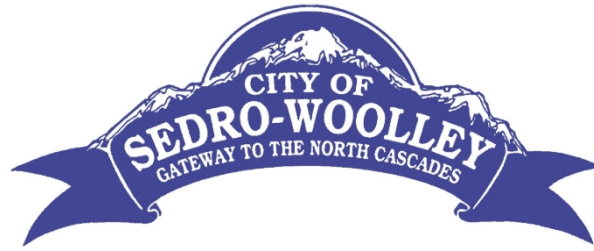
Date

Mike Janicki, Commissioner

Date

Ken Clark, Commissioner

Date



Civil Service Commission Agenda Item

Agenda Item No.: d.4.

Date: July 16, 2026

From:

Subject: Police Update

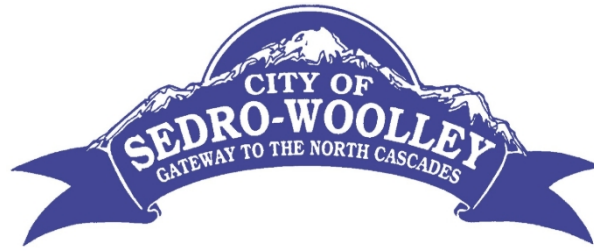
RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



Civil Service Commission Agenda Item

Agenda Item No.: d.5.

Date: July 16, 2026

From:

Subject: Fire Update

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None