

## **CIVIL SERVICE COMMISSION AGENDA**

**September 3, 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 Past Meeting Minutes

**d. New Business**

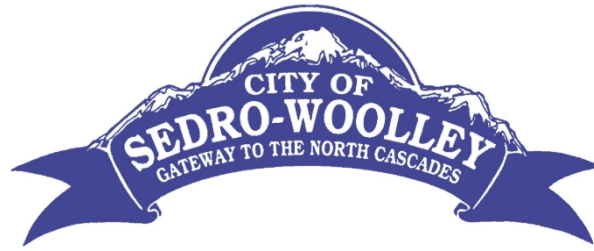
1. Request Removal of Entry-Level Candidates
2. Request Removal of Enhanced-Entry Candidates
3. Request Removal of lateral-Level Candidates
4. Certify List of Entry-Level Candidates
5. Certify List of Enhanced-Entry Candidates
6. Police Update
7. Fire Update

**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**

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**Agenda Item No.:** c.1.

**Date:** September 3, 2026

**From:**

**Subject:** Approve Past Meeting Minutes

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Special Civil Service Meeting Minutes 07.16.2026

## Special Civil Service Meeting

**Date:** July 16, 2026

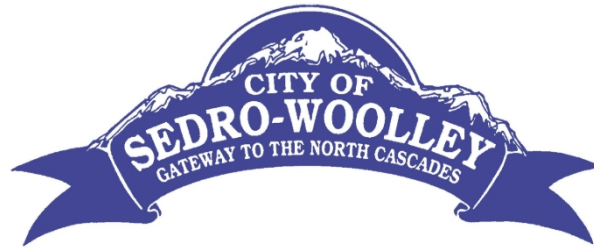
**Attendance:** Fire Chief Frank Wagner; Police Lieutenant Heather Sorsdal; Commissioners Ken Clark and Ken Van Liew; Examiner Heather Romano

### **Agenda:**

- I. Call to order at 4:07 p.m.
- II. Lieutenant Heather Sorsdal's cat pooped at 4:08 p.m.
- III. Roll call
  - a. Police Chief Dan McIlwraith not in attendance
  - b. Commissioner Mike Janicki not in attendance
- IV. Approval of previous meeting minutes
  - a. Commissioner Ken Clark moved to approve the minutes as presented
  - b. Commissioner Ken Van Liew seconded the motion
  - c. Motion carried
- V. Removal of entry-level police candidates
  - a. Commissioner Ken Clark moved to accept the list as presented
  - b. Commissioner Ken Van Liew seconded the motion
  - c. Motion carried
- VI. Removal of lateral-level police candidates
  - a. Commissioner Ken Clark moved to accept the list as presented
  - b. Commissioner Ken Van Liew seconded the motion
  - c. Motion carried
- VII. Certify new list of entry-level police candidates
  - a. Commissioner Ken Clark moved to accept the list as presented
  - b. Commissioner Ken Van Liew seconded the motion
  - c. Motion carried
- VIII. Police Update
  - a. Recent changes to Civil Service Rules
    1. Amazing results
    2. Candidates not waiting around
  - b. PSPS Suitability test results for candidates
    1. Results from tester feel more variable than before
    2. Set new standards of what conditions will not accept
      1. Will accept a 4 and better
      2. But also with no high risk
    3. If there is a complaint, there is a process already in place
  - c. Two candidates in backgrounds

## Special Civil Service Meeting

- d. CEO accepted conditional offer
  - 1. Needs to complete full psych and other tests
  - 2. Expect to hire by September 1<sup>st</sup>, 2026
  - 3. Shorter academy
- e. One person entering the BLEA academy in August
- IX. Fire Update
  - a. First official day with new full-time employee
    - 1. Will be Monday – Friday for a few weeks
    - 2. Then will transition to shifts
    - 3. Teach her to be a paramedic partner
  - b. Lost two to injuries
- X. Adjournment of meeting at 4:29 p.m.



## **Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.1.

**Date:** September 3, 2026

**From:**

**Subject:** Request Removal of Entry-Level Candidates

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Entry-level Candidates to Request Removal 09.03.2026

## Entry-Level Candidates to Request Removal

Date: September 3, 2026

| Number   | Delete from Next List:             |
|----------|------------------------------------|
| 26-07113 | X - Auto-disqualifiers in PHS      |
| 26-07021 | X - Unresponsive                   |
| 26-06291 | X - Failed suitability test        |
| 25-08281 | X - Poly test not within range     |
| 26-07081 | X - Failed suitability test        |
| 26-07131 | X - Unresponsive                   |
| 26-07111 | X - Failed suitability test        |
| 26-07113 | X - Unresponsive                   |
| 26-07221 | X - Unresponsive                   |
| 26-07292 | X - Auto-disqualifiers in PHS      |
| 26-07293 | X - Auto-disqualifiers in PHS      |
| 26-07141 | X - Failed suitability test        |
| 26-07294 | X - Withdrew name                  |
| 26-07311 | X - Auto-disqualifiers in PHS      |
| 26-07161 | X - Failed suitability test        |
| 26-08091 | X - Auto-disqualifiers in PHS      |
| 26-07011 | X - Failed suitability test        |
| 26-07301 | X - Failed suitability test        |
| 26-07312 | X - Failed suitability test        |
| 26-08042 | X - Failed suitability test        |
| 26-08171 | X - Auto-disqualifiers in PHS      |
| 26-02141 | X - Withdrew name (accepted a job) |
| 26-05261 | X - Withdrew name (accepted a job) |
| 26-08172 | X - Unresponsive                   |
| 26-08173 | X - Auto-disqualifiers in PHS      |

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

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Ken Van Liew, Commissioner Chair

Date

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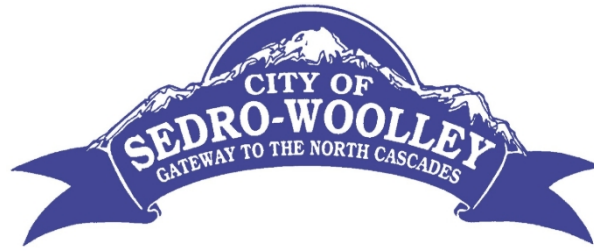
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



## **Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.2.

**Date:** September 3, 2026

**From:**

**Subject:** Request Removal of Enhanced-Entry Candidates

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Enhanced-level Candidates to Request Removal 09.03.2026

## Enhanced-Level Candidates to Request Removal

Date: September 3, 2026

| Number   | Delete from Next List:                    |
|----------|-------------------------------------------|
| 26-07292 | X - Not an enhanced-entry level candidate |
| 26-08071 | X - Failed suitability test               |
| 26-08191 | X - Auto-disqualifiers in PHS             |
| 26-08174 | X - Auto-disqualifiers in PHS             |

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

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Ken Van Liew, Commissioner Chair

Date

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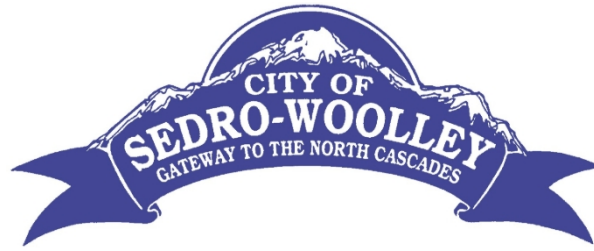
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



## **Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.3.

**Date:** September 3, 2026

**From:**

**Subject:** Request Removal of lateral-Level Candidates

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Lateral-level Candidates to Request Removal 09.03.2026

## Lateral-Level Candidates to Request Removal

Date: September 3, 2026

| Number   | Delete from Next List:            |
|----------|-----------------------------------|
| 26-08251 | X - Not a lateral-level candidate |

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

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Ken Van Liew, Commissioner Chair

Date

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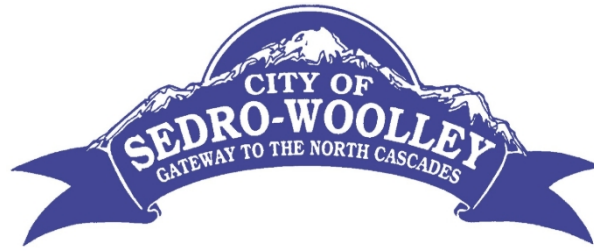
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



## **Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.4.

**Date:** September 3, 2026

**From:**

**Subject:** Certify List of Entry-Level Candidates

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Entry-Level Candidates to Certify Anonymouss 09.03.2026

## Entry-Level Candidates to Certify

Date: September 3, 2026

| Number   | Score Certified Date | Written Exam |
|----------|----------------------|--------------|
| 26-05262 | 5/26/2026            | 88.15        |
| 26-07291 | 7/29/2026            | 87.29        |
| 26-07113 | 7/11/2026            | 85.56        |
| 26-08041 | 8/4/2026             | 84.87        |
| 26-05181 | 5/18/2026            | 84.20        |
| 26-05071 | 5/7/2026             | 84.16        |
| 26-07112 | 7/11/2026            | 83.12        |
| 26-08151 | 8/15/2026            | 80.86        |
| 26-04252 | 4/25/2026            | 80.34        |
| 26-07101 | 7/10/2026            | 80.27        |
| 26-06241 | 6/24/2026            | 79.89        |

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

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Ken Van Liew, Commissioner Chair

Date

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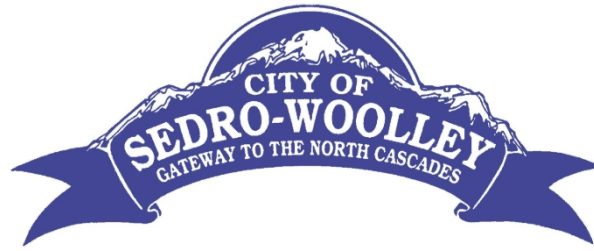
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



## **Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.5.

**Date:** September 3, 2026

**From:**

**Subject:** Certify List of Enhanced-Entry Candidates

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Enhanced-Level Candidates to Certify Anonymous 9.03.26

### Enhanced-Level Candidates to Certify

Date: September 3, 2026

| Number   | Score Certified<br>Date | Written<br>Exam |
|----------|-------------------------|-----------------|
| 26-07296 | 7/29/2026               | 78.63           |

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

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Ken Van Liew, Commissioner Chair

Date

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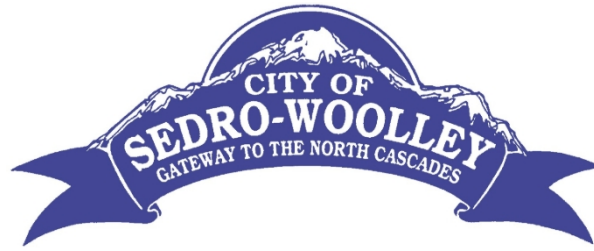
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.6.

**Date:** September 3, 2026

**From:**

**Subject:** Police Update

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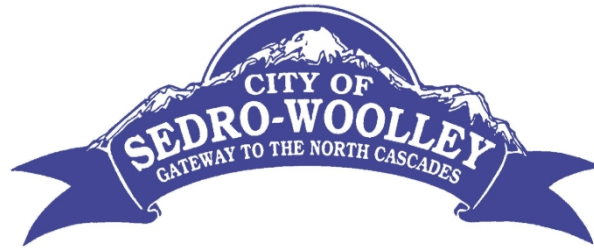
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** d.7.

**Date:** September 3, 2026

**From:**

**Subject:** Fire Update

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None