



## **CIVIL SERVICE COMMISSION AGENDA**

**March 5, 2025**

**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 candidates from entry-level list
  - 2. Certification of new entry-level and lateral lists
  - 3. Request to expire list of fire candidates
  - 4. Police update
  - 5. Fire update
- e. Adjournment**

### **Next Meeting of the Civil Service Commission - TBD**

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:** March 5, 2025

**From:**

**Subject:** Approve previous meeting minutes

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**RECOMMENDED ACTION:**

**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. 20240118-Firefighter-EMT\_OralBoard\_Scores
2. 20240410\_SWCS\_Final Scores
3. Special Civil Service Meeting Minutes 2.12.25
4. Entry List no Names to be Certified 03.05.25
5. Lateral Level List to be Certified no Names 03.05.25

**EMPLOYMENT LIST  
ENTRY LEVEL FIRE/EMT FT**

1/12/2024

<u>NO.</u>	<u>CANDIDATE #</u>	<u>WRITTEN</u> <u>DATE</u>	<u>WRITTEN</u> <u>SCORE</u>	<u>ORAL BOARD</u> <u>DATE</u>	<u>ORAL BOARD</u> <u>SCORE</u>	<u>Volunt</u> <u>PREF PTS</u>	<u>FINAL</u> <u>SCORE</u>
1	24-001	1/11/2024	80.00%	1/18/2024	84.76%	1	83.38%
2	24-002	1/11/2024	86.00%	1/18/2024	78.00%	4	86.00%
3	24-003	1/11/2024	74.00%	1/18/2024	84.24%	5	84.12%
4	24-004	1/11/2024	72.00%	1/18/2024	97.05%	1	85.53%
5	24-005	1/11/2024	70.00%	1/18/2024	83.33%	1	77.67%
6	24-006	1/11/2024	74.00%	1/18/2024	76.48%	3	78.24%

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

Ken Van Liew, Chairman

Date

Mike Janicki, Commissioner

Date

Ken Clark, Commissioner

Date

**EMPLOYMENT LIST**


3/11/2024

**EXTERNAL FULL TIME FIREFIGHTER/EMT**

<u>NO.</u>	<u>CANDIDATE #</u>	<u>WRITTEN</u> <u>DATE</u>	<u>WRITTEN</u> <u>SCORE</u>	<u>ORAL BOARD</u> <u>DATE</u>	<u>RAL BOAR</u> <u>SCORE</u>	<u>Volunt</u> <u>PREF PTS</u>	<u>FINAL</u> <u>SCORE</u>
2	24-011	8/20/2023	86.75%	3/11/2024	93.33%		90.04%
3	24-014	1/7/2024	84.41%	3/11/2024	92.00%		88.21%
4	24-009	1/6/2024	81.26%	3/11/2024	93.00%		87.13%
5	24-007	2/28/2024	76.92%	3/11/2024	85.67%	5	86.30%
8	24-010	1/10/2024	80.04%	3/11/2024	90.33%		85.19%
9	24-013	2/21/2024	80.25%	3/11/2024	86.00%	2	85.13%
10	24-012	11/21/2023	85.42%	3/11/2024	84.67%		85.05%
13	24-008	8/24/2023	81.65%	3/11/2024	70.67%		76.16%
14	24-015	1/31/2024	73.47%	3/11/2024	70.00%		71.74%

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

 \_\_\_\_\_  
 Ken Van Liew, Chairman Date 4/3/2024

 \_\_\_\_\_  
 Mike Janicki, Commissioner Date 4/3/2024

\_\_\_\_\_  
 Ken Clark, Commissioner Date

**EMPLOYMENT LIST**


11/29/2023

<u>NO.</u>	<u>CANDIDATE #</u>	<u>WRITTEN</u> <u>DATE</u>	<u>WRITTEN</u> <u>SCORE</u>	<u>ORAL BOARD</u> <u>DATE</u>	<u>RAL BOAR</u> <u>SCORE</u>	<u>Volunt</u> <u>PREF PTS</u>	<u>FINAL</u> <u>SCORE</u>
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2	24-002	1/11/2024	86.00%	1/18/2024	78.00%	4	86.00%
3	24-003	1/11/2024	74.00%	1/18/2024	84.24%	5	84.12%
4	24-004	1/11/2024	72.00%	1/18/2024	97.05%	1	85.53%
5	24-005	1/11/2024	70.00%	1/18/2024	83.33%	1	77.67%
6	24-006	1/11/2024	74.00%	1/18/2024	76.48%	3	78.24%

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

 \_\_\_\_\_  
 Ken Van Liew, Chairman Date 4/3/2024

 \_\_\_\_\_  
 Mike Janicki, Commissioner Date 2/1/24

 \_\_\_\_\_  
 Ken Clark, Commissioner Date 2/1/20

## Special Civil Service Meeting

Date: February 12, 2025

Attendance: Chief Dan McIlwraith, Chief Frank Wagner, Commissioner Ken Van Liew, Commissioner Ken Clark, Commissioner Mike Janicki, Examiner Heather Romano

### Agenda:

- I. Meeting called to order at 4:00 p.m.
- II. Unfinished business: Commissioner Janicki made a motion to accept the previous meeting minutes as written. Commissioner Clark seconded the motion. Motion carried.
- III. New business
  - a. Removal of candidates from entry-level list and lateral list.
    - i. Review of reasons – DQs and unresponsive candidates
    - ii. See list of candidates on next page
    - iii. Commissioner Clark made a motion to accept the removal of candidates from the previous list. Commissioner Janicki seconded it. Motion carried.
  - b. Addition of new candidates and certification of new entry-level list.
    - i. Commissioner Janicki made a motion to certify the entry-level list. Commissioner Van Liew seconded the motion. Motion carried.
  - c. Certification of lateral-level list.
    - i. Commissioner Janicki made a motion to certify the lateral list. Commissioner Clark seconded the motion. Motion carried.
  - d. Police Update
    - i. Two new hires – one in the academy; one starts the academy March 24
    - ii. Backlogged
    - iii. Sergeant list is expired; deal with at next meeting
  - e. Fire Update
    - i. Lists are expired; vote them out at next meeting
- IV. Next Meeting Date
  - a. Wednesday, March 5 at 4:00 p.m.
- V. Meeting adjournment
  - a. Commissioner Clark made a motion to adjourn; Commissioner Van Liew seconded the motion; Motion carried
  - b. Meeting adjourned at 4:31 p.m.

**Applicant Numbers to be removed plus reason:**

**Entry-Level Police Officer:**

<b>Number</b>	<b>Reason</b>
11-30	Non-Responsive
11-31	Non-Responsive
11-52	Non-Responsive
11-23	Non-Responsive
11-24	Non-Responsive
11-37	Non-Responsive
11-25	Non-Responsive
11-59	Non-Responsive
11-51	Non-Responsive
11-29	Non-Responsive
11-32	Non-Responsive
11-33	Non-Responsive
11-34	Non-Responsive
11-53	Non-Responsive
11-35	Non-Responsive
11-47	Non-Responsive
11-43	Non-Responsive
11-66	Non-Responsive
11-45	Non-Responsive
11-70	Non-Responsive
11-60	Non-Responsive
24-11223	DQ
11-50	DQ
11-75	Expired
11-76	Expired
11-05	Expired

**Lateral Police Officer:**

<b>Number</b>	<b>Reason</b>
12-04	Non-Responsive
12-05	Non-Responsive
12-07	Non-Responsive

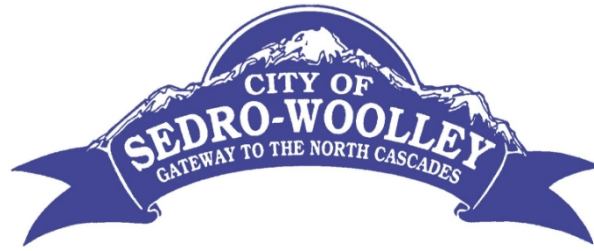
## Applicant List – Entry-Level Police Officer

**Date: March 5, 2025**

Number	Written Exam	Score Certified Date
11-97	92.27	11/17/2024
25-02121	88.48	2/12/2025
25-01302	88.35	1/30/2025
11-99	87.33	11/4/2024
25-0115	86.91	1/15/2025
25-01311	86.10	1/31/2025
11-83	85.32	11/6/2024
25-02211	85.21	2/21/2025
11-22	84.91	6/3/2024
11-79	84.70	11/6/2024
25-02151	84.35	2/15/2025
24-12291	84.13	12/30/2024
24-12311	84.10	12/31/2024
11-80	84.04	11/6/2024
11-95	83.87	11/23/2024
25-02081	83.62	2/8/2025
11-87	83.57	11/22/2024
11-82	83.45	11/6/2024
11-107	82.70	12/30/2024
11-81	82.45	11/6/2024
11-55	82.38	9/20/2024
11-109	82.20	12/30/2024
11-103	81.96	11/13/2024
11-86	81.81	11/25/2024
24-11224	81.13	11/23/2024
11-105	80.78	12/3/2024
11-89	80.51	11/22/2024
24-06041	80.47	10/20/2024
11-92	80.46	11/22/2024
11-77	79.86	9/17/2024
24-09251	79.78	9/25/2024
25-01301	78.78	1/30/2025
11-102	78.73	10/30/2024
11-112	77.40	12/30/2024
24-10051	77.03	1/11/2025







**Civil Service Commission Agenda Item**

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

**Date:** March 5, 2025

**From:**

**Subject:** Request removal of candidates from entry-level list

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**RECOMMENDED ACTION:**

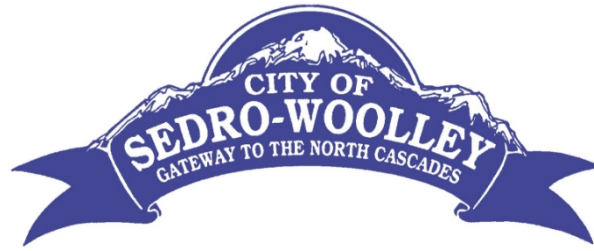
**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** March 5, 2025

**From:**

**Subject:** Certification of new entry-level and lateral lists

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**RECOMMENDED ACTION:**

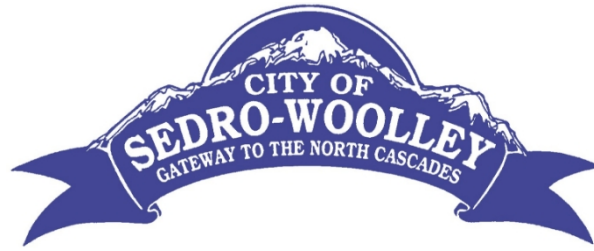
**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** March 5, 2025

**From:**

**Subject:** Request to expire list of fire candidates

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**RECOMMENDED ACTION:**

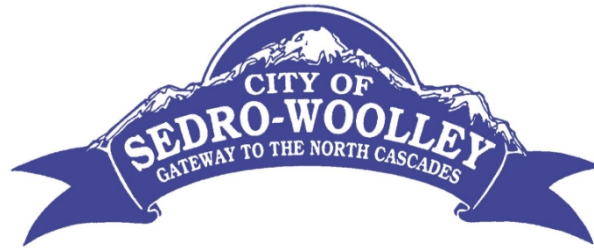
**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** March 5, 2025

**From:**

**Subject:** Police update

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**RECOMMENDED ACTION:**

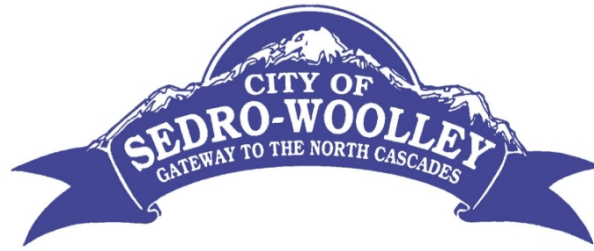
**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** March 5, 2025

**From:**

**Subject:** Fire update

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**RECOMMENDED ACTION:**

**ISSUE:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None