



## **CIVIL SERVICE COMMISSION AGENDA**

**June 11, 2025**

**4:00 PM**

**Sedro-Woolley Municipal Building**

**Skagit Room**

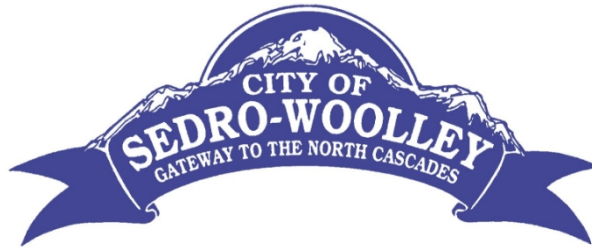
**325 Metcalf Street**

- a. Call to Order**
- b. Roll Call**
- c. Approval of Agenda**
- d. Unfinished Business**
  - 1. Minutes - Civil Service Commission
- e. New Business**
  - 1. Certify PT Records Clerk Candidates
  - 2. Request Removal of Entry-Level Candidates
  - 3. Certify New Entry-Level Police Candidate List
  - 4. Certify Lateral Police Candidate List
  - 5. Police Update
  - 6. Fire Update
- f. 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.:** d.1.

**Date:** June 11, 2025

**From:**

**Subject:** Minutes - Civil Service Commission

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Special Civil Service Meeting Minutes 04.16.2025
2. PT Records Clerk Candidates Anonymous 06.11.2025
3. Lateral List to be Certified anonymous 6.11.2025
4. Entry-Level List to be certified no names 06.11.2025
5. Candidates to request Removal 6.11.2015

## Special Civil Service Meeting

**Date:** April 16, 2025

**Attendance:** Chief Dan McIlraith, Lieutenant Heather Sorsdal, Chief Frank Wagner, Commissioner Mike Janicki, Commissioner Ken VanLiew, Commissioner Ken Clark, Examiner, Heather Romano

### **Agenda:**

- I. Meeting called to order at 4:03 p.m.
- II. Unfinished business: Commissioner Janicki moved to accept the previous meeting minutes as presented. Commissioner Clark seconded; Motion carried.
- III. New business
  - a. Approval of updated Civil Service Rules
    - i. Format update to make more readable
    - ii. Tightened rules on retesting to save our time and candidates' time
    - iii. Removed gendered language
    - iv. Approved by City Attorney
    - v. Motion to accept made by Commissioner Clark. Seconded by Commissioner VanLiew. Motion carried.
  - b. Request to remove candidates from entry-level and lateral-level list
    - i. Review of reasons to remove
    - ii. See list of candidates (on page two)
    - iii. Commissioner Janicki moved to accept removals. Commissioner Clark seconded the motion. Motion carried.
  - c. Certification of new lists
    - i. Commissioner Janicki moved to accept the new lists as presented. Commissioner Clark seconded the motion. Motion carried.
  - d. Police update
    - i. Hired one lateral; May 26 start date
  - e. Fire update
    - i. Fully staffed
    - ii. August: off probation, so maybe leave as a lateral (for better pay elsewhere)
  - f. Adjournment
    - i. Commissioner Janicki moved to adjourn the meeting. Commissioner Clark seconded it. Motion carried.

ii. Meeting adjourned at 4:25 p.m.

### Entry-Level Candidates to Request Removal

Number	Delete from Next List
24-12291	X - Unresponsive
11-83	X - Failed psych
25-01311	X - Failed background
11-22	X- Hired by Everett
25-01302	X- Hired by another agency
11-80	X - Unresponsive
11-95	X - Unresponsive
24-12311	X - Unresponsive
11-77	X - Withdrew name
11-97	X - Unresponsive
11-87	X - uninterested
25-0115	X - Failed psych
11-99	X - Cancelled poly 4 times
11-82	X - Unresponsive
11-79	X - Failed psych
11-81	X - Poly and PHS unmatching
11-103	X - Unresponsive
11-55	X - Didn't make it through background
11-86	X - Unresponsive
25-02211	X - Didn't make it through background
25-02121	X - Failed psych
11-105	X - Withdrew name
24-11224	X - Unresponsive

### Lateral Candidate to Request Removal

25-03101	X - Automatic DQ
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PT Records Clerk Candidates

Date: June 11, 2025

Number	Written Test
5122	93.6%
5121	89.8%
5132	87.3%
5071	82.2%
5091	79.7%
5123	73.4%

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

**Applicant list - Lateral Level Candidates**

**Date: June 11,2025**

<b>Number</b>
12-08

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

**Applicant List – Entry-Level Police Officer**

**Date: June 11, 2025**

<b>Number</b>	<b>Score Certified Date</b>	<b>Written Exam</b>
11-112	12/30/2024	77.40
11-84	11/22/2024	75.68
11-91	11/22/2024	74.36
11-70	9/03/2024	72.99
11-106	12/03/2024	70.18
25-04071	4/7/2025	88.60
25-04091	4/9/2025	86.50
25-05031	5/3/2025	83.96
25-05051	5/5/2025	83.84
25-05291	5/29/2025	83.76
25-05032	5/3/2025	83.68
25-05281	5/28/2025	83.60
25-04151	4/15/2025	82.99
25-05033	5/3/2025	82.51
25-04171	4/17/2025	81.39
25-03171	3/17/2025	81.05
25-04072	4/7/2025	79.29
25-03172	3/17/2025	77.91

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

## Entry-Level Candidates to Request Removal

Date: June 11, 2025

Number	Delete from Next List
11-107	X - Withdrew name
25-02081	X - PHS and Background didn't align
11-92	X - Accepted another position
24-06041	X - Unresponsive
11-109	X - Failed psych
11-89	X - Failed psych
24-09251	X - Failed psych
11-102	X - Unresponsive
24-10051	X - Failed psych
11-101	X - Unresponsive
11-110	X - Failed psych
25-01301	X - PHS and Background didn't align
11-108	X - Failed psych
11-32	X - Unable to commit to testing at this time
11-78	X - Unresponsive
11-53	X - Unresponsive
11-98	X - Unresponsive
24-08031	X - Accepted another position
25-02221	X - Moved on to something else
11-47	X - PHS and Background didn't align
11-66	X - Failed psych
24-11222	X - Unresponsive
11-72	X - Accepted another position
24-11221	X - Unresponsive
11-90	X - Unresponsive
25-03311	X - Auto DQ 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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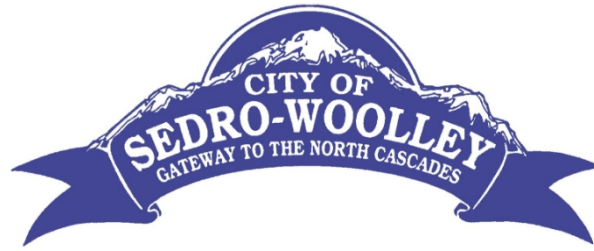
Mike Janicki, Commissioner

Date

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Ken Clark, Commissioner

Date



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.1.

**Date:** June 11, 2025

**From:**

**Subject:** Certify PT Records Clerk Candidates

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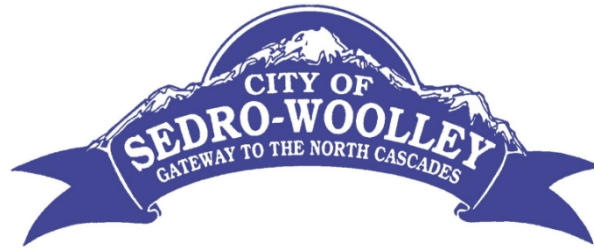
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.2.

**Date:** June 11, 2025

**From:**

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

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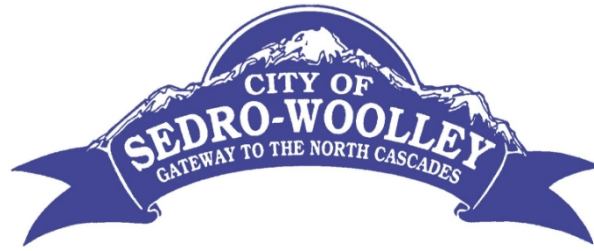
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.3.

**Date:** June 11, 2025

**From:**

**Subject:** Certify New Entry-Level Police Candidate List

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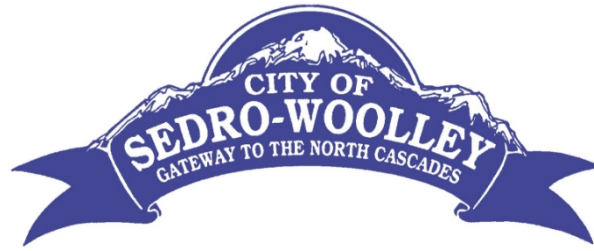
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.4.

**Date:** June 11, 2025

**From:**

**Subject:** Certify Lateral Police Candidate List

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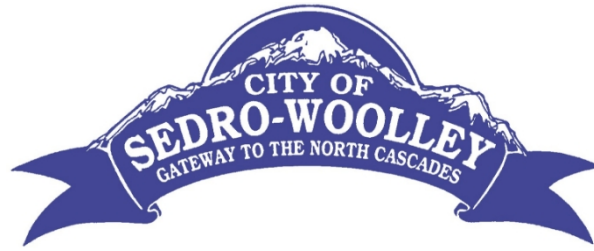
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.5.

**Date:** June 11, 2025

**From:**

**Subject:** Police Update

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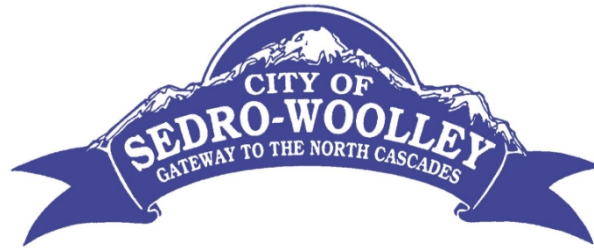
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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**Agenda Item No.:** e.6.

**Date:** June 11, 2025

**From:**

**Subject:** Fire Update

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None