



## **CIVIL SERVICE COMMISSION AGENDA**

**September 11, 2025**

**4:00 PM**

**Sedro-Woolley Municipal Building**

**Skagit Room**

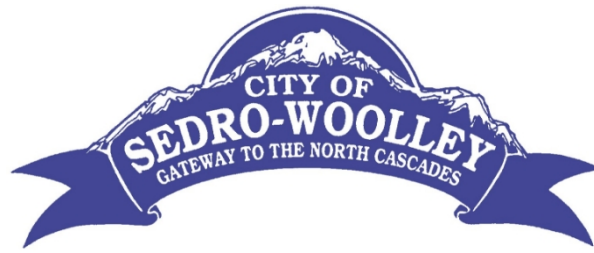
**325 Metcalf Street**

- a. Call to Order**
- b. Roll Call**
- c. Approval of Agenda**
- d. Unfinished Business**
  - 1. Approve Past Meeting Minutes - Civil Service Commission
  - 2. Sign Previous Certified Lists
- e. New Business**
  - 1. Approve removal of entry-level and lateral candidates
  - 2. Approve new certified list of entry-level candidates
  - 3. Police Update
  - 4. Fire Update
- f. 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.:** d.1.

**Date:** September 11, 2025

**From:**

**Subject:** Approve Past Meeting Minutes - Civil Service Commission

---

**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Special Civil Service Meeting Minutes 07.23.25

## Special Civil Service Meeting

**Date:** July 23, 2025

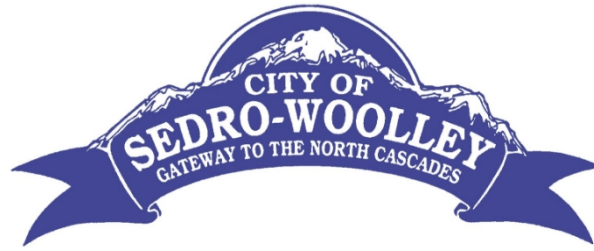
**Attendance:** Police Chief Dan McIlraith; Police Lieutenant Heather Sorsdal; Commissioners Mike Janicki (via phone), Ken Van Liew, Ken Clark; Examiner Heather Romano

**Agenda:**

- I. Call to Order at 4:08 p.m.
- II. Roll call
  - a. Commissioner Mike Janicki connected by phone in Alaska
  - b. Fire Chief Frank Wagner absent
- III. Approval of past meeting minutes
  - a. Commissioner Janicki moved to approve the minutes as presented
  - b. Commissioner Clark seconded
  - c. Motion carried
- IV. Approval of updated Civil Service Rules
  - a. Corrected police academy to BLEA
  - b. Allowed for GED to be accepted for records position applicants
  - c. Commissioner Clark moved to accept changes to Civil Service Rules
  - d. Commissioner Janicki seconded it
  - e. Motion carried
- V. Approval removal of entry-level candidates
  - a. Commissioner Clark moved to accept list as presented
  - b. Commissioner Janicki seconded it
  - c. Motion carried
- VI. Approval removal of lateral-level candidates
  - a. Commissioner Clark moved to accept list as presented
  - b. Commissioner Janicki seconded it
  - c. Motion carried
- VII. Certification of new entry-level PD list
  - a. Commissioner Janicki moved to accept list as presented
  - b. Commissioner Clark seconded it
  - c. Motion carried
- VIII. Police Update - officers
  - a. FTO Angela out on the road on her own today (July 23,2025)
  - b. Next Tuesday graduate FTO if all goes well (date: July 29, 2025)
  - c. One waiting to go to the academy – August start
  - d. Still looking for SRO

## Special Civil Service Meeting

- e. Still need to fill cops grant
- IX. Police Update – Records Clerk
  - a. Six sat for the oral boards
  - b. Top three went to poly
  - c. One DQ in poly; two successful
  - d. Normally send both to backgrounds but due to limited staff, sent the most qualified to backgrounds
- X. Adjournment of meeting at 4:25 p.m.



**Civil Service Commission Agenda Item**

---

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

**Date:** September 11, 2025

**From:**

**Subject:** Sign Previous Certified Lists

---

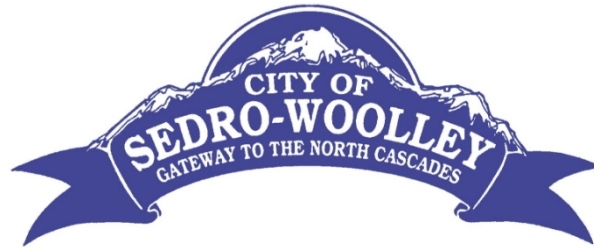
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

---

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

**Date:** September 11, 2025

**From:**

**Subject:** Approve removal of entry-level and lateral candidates

---

**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Entry-Level Candidates to Request Removal 9.11.25
2. Lateral-Level Candidates to request Removal 9.11.25
3. Entry-Level List to be Certified Anonymous-A 9.11.25
4. Entry-Level List to be Certified Anonymous-B 9.11.25B

## Entry-Level Candidates to Request Removal

Date: September 11, 2025

Number	Delete from Next List
25-03172	X - Unresponsive
25-05291	X - Poly and PHS did not align
25-05281	X - Failed background
25-04072	X - Psych not in range
25-05301	X - Unresponsive
25-06061	X - Psych not in range
25-06241	X - Took another position
25-07101	X - Psych not in range
25-08113	X - Auto DQ info in PHS
25-03171	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

## Lateral-Level Candidates to Request Removal

Date: September 11, 2025

Number	Delete from Next List
25-03172	X - Not a lateral

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

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

**Date: September 11, 2025**

<b>Number</b>	<b>Score Certified Date</b>	<b>Written Exam</b>
25-08112	8/11/2025	92.77
25-08111	8/11/2025	88.45
25-08251	8/25/2025	86.25
25-07301	7/30/2025	86.07
25-08091	8/9/2025	84.43
25-08114	8/11/2025	83.31
25-05033	5/3/2025	82.51
25-08201	8/20/2025	82.33
25-08071	8/7/2025	82.07
25-08092	8/9/2025	78.95
25-03172**	3/17/2025	77.91
11-112	12/30/2024	77.40

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

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

**Date: September 11, 2025**

<b>Number</b>	<b>Score Certified Date</b>	<b>Written Exam</b>
25-08112	8/11/2025	92.77
25-08111	8/11/2025	88.45
25-08251	8/25/2025	86.25
25-07301	7/30/2025	86.07
25-08091	8/9/2025	84.43
25-08114	8/11/2025	83.31
25-05033	5/3/2025	82.51
25-08201	8/20/2025	82.33
25-08071	8/7/2025	82.07
25-08092	8/9/2025	78.95
11-112	12/30/2024	77.40

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

---

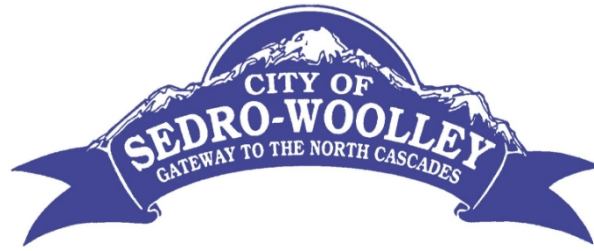
Ken Van Liew, Commissioner Chair Date

---

Mike Janicki, Commissioner Date

---

Ken Clark, Commissioner Date



**Civil Service Commission Agenda Item**

---

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

**Date:** September 11, 2025

**From:**

**Subject:** Approve new certified list of entry-level candidates

---

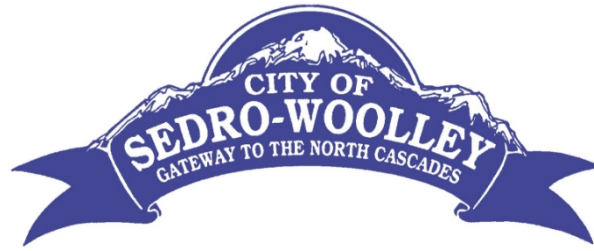
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

---

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

**Date:** September 11, 2025

**From:**

**Subject:** Police Update

---

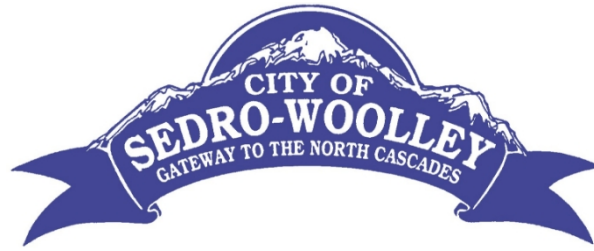
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

---

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

**Date:** September 11, 2025

**From:**

**Subject:** Fire Update

---

**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None