



## **CIVIL SERVICE COMMISSION AGENDA**

**December 4, 2025**

**4:00 PM**

**Sedro-Woolley Municipal Building**

**Skagit Room**

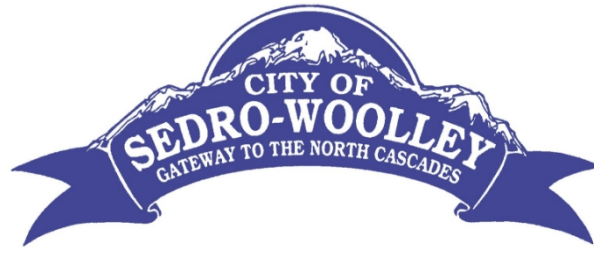
**325 Metcalf Street**

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
  - 1. Approval of Previous Meeting Minutes
- d. New Business**
  - 1. FD - Internal Promotion List to Certify
  - 2. PD- Lists to Request Removal
  - 3. PD - Entry Level Candidates to Certify
  - 4. PD - Lateral-Level Candidate to Certify
  - 5. Fire Update
  - 6. Police 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:** December 4, 2025

**From:**

**Subject:** Approval of Previous Meeting Minutes

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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.1.

**Date:** December 4, 2025

**From:**

**Subject:** FD - Internal Promotion List to Certify

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

1. Entry-Level Candidates to request Removal 12.04.2015
2. Lateral-Level Candidates to request Removal 12.04.2015
3. Entry-Level List to be certified anonymouss 12.04.2025
4. Lateral List to be Certified Anonymous 12.04.2025
5. Internal Promotion List -FT-FFEMT Anonymous 12.04.2025
6. Special Civil Service Meeting Minutes 10.23.25

## Entry-Level Candidates to Request Removal

Date: December 04, 2025

Number	Delete from Next List
25-10081	X - Auto DQ in PHS
25-10304	X - Auto DQ in PHS
25-09112	X - Failed psych
25-09111	X - Unresponsive
25-11031	X - Auto DQ in PHS
25-09081	X - Unresponsive
25-09131	X - Poly didn't align with PHS
25-08252	X - Failed psych
25-08091	X - Information omitted in PHS, plus didn't meet standards
25-09261	X - Accepted a position elsewhere
25-09121	X - Withdrew name before finishing PHS
25-07301	X - Omissions and discrepancies found during backgrounds
25-05033	X - Failed psych

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

**Lateral-Level Candidates to Request Removal**

**Date: December 04, 2025**

<b>Number</b>	<b>Delete from Next List</b>
25-10191	X - Not a lateral candidate
25-09121	X - Not a lateral 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

Applicant List – Entry-Level Police Officer

Date: December 4, 2025

Number	Written Exam
25-10301	86.47
25-11102	85.92
25-10302	85.72
25-11011	85.51
25-10121	83.84
25-10271	83.76
25-10272	82.99
25-09113	82.52
25-10041	82.34
25-10201	81.87
25-10021	81.15
25-10273	80.96
25-03301	80.83
25-10303	80.81
25-11201	79.92
25-09301	79.80
25-11121	79.71
25-09152	79.44
25-10042	78.43
25-09151	77.71
25-08281	77.04

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: December 4, 2025**

<b>Number</b>
25-11011

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

Internal Promotion List – FT-Firefighter EMT

Date: December 04, 2025

<b>Number</b>	<b>Written</b>	<b>Oral Board</b>
FF25-09061	79.52	83.14
FF25-10022	74.37	77.48

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

## Special Civil Service Meeting

**Date: October 23, 2025**

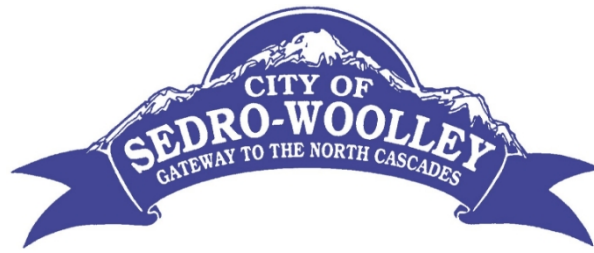
**Attendance:** Police Lieutenant Heather Sorsdal; Commissioners Mike Janicki, Ken Van Liew, Ken Clark; Examiner Heather Romano

### **Agenda:**

- I. Call to Order at 4:08 p.m.
- II. Roll call
  - a. Police Chief Dan McIlraith is 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. Sign previous meeting minutes and lists
  - a. Signed all docs from July and September meetings
- V. Fire Update
  - a. Lost one medic to Anacortes
  - b. Internal promotion – one candidate
    - i. Passed written and physical
  - c. Open internal posting for EMT
    - i. All have passed CPAT
    - ii. Next will do the oral boards
- VI. Removal of PST Firefighter candidates
  - a. Commissioner Janicki moved to remove the candidates presented
  - b. Commissioner Clark seconded it
  - c. Motion carried
- VII. Approval of Firefighter eligibility lists
  - a. EMT List
    - i. Commissioner Clark moved to accept the list as presented
    - ii. Commissioner Janicki seconded it
    - iii. Motion carried
  - b. Paramedic List
    - i. Commissioner Clark moved to accept the list as presented
    - ii. Commissioner Janicki seconded it
    - iii. Motion carried
- VIII. Removal of entry-level police candidates
  - a. Commissioner Janicki moved to accept the list as presented
  - b. Commissioner Clark seconded it

## Special Civil Service Meeting

- c. Motion carried
- IX. Approval of new list of entry-level police candidates
  - a. Commissioner Clark moved to accept list as presented
  - b. Commissioner Janicki seconded it
  - c. Motion carried
- X. Police Update
  - a. Next position to fill is SRO (School Resource Officer)
  - b. And COPS grant
- XI. Adjournment of meeting at 4:28 p.m.



**Civil Service Commission Agenda Item**

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

**Date:** December 4, 2025

**From:**

**Subject:** PD- Lists to Request Removal

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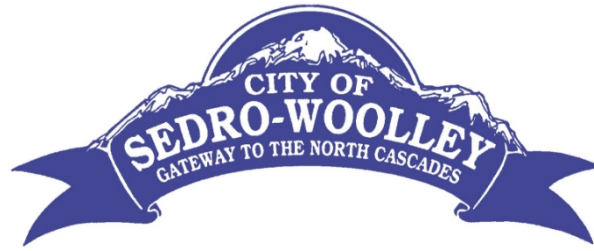
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** December 4, 2025

**From:**

**Subject:** PD - Entry Level Candidates to Certify

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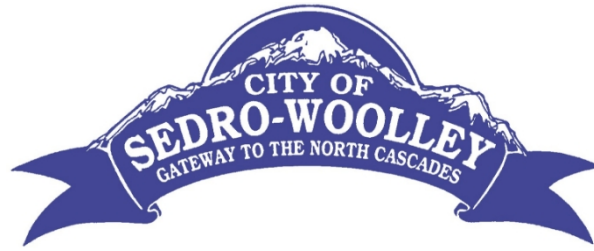
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** December 4, 2025

**From:**

**Subject:** PD - Lateral-Level Candidate to Certify

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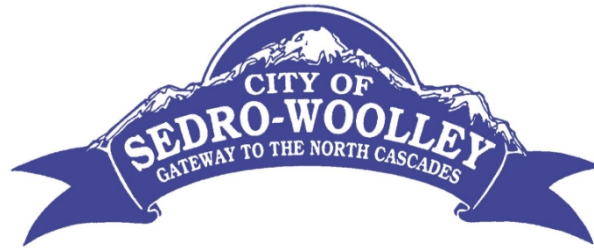
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** December 4, 2025

**From:**

**Subject:** Fire Update

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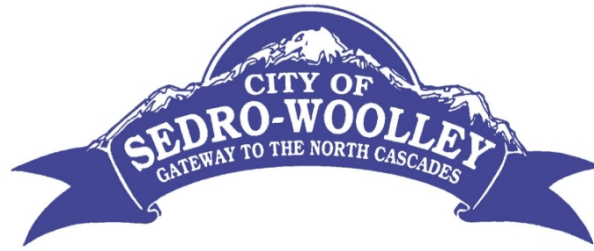
**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None



**Civil Service Commission Agenda Item**

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

**Date:** December 4, 2025

**From:**

**Subject:** Police Update

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**RECOMMENDED ACTION:**

**BACKGROUND/SUMMARY INFORMATION:**

**FISCAL IMPACT, IF APPROPRIATE:**

**ATTACHMENTS:**

None