



## NOTICE OF AND CALL FOR CIVIL SERVICE COMMISSION SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the Sedro-Woolley Civil Service Commission will hold a special meeting on Wednesday, March 10, 2021 beginning at 4:00 P.M. via Zoom

### AGENDA

#### OLD BUSINESS:

Minutes from previous meeting

#### NEW BUSINESS:

Review and approval of job descriptions for Assistant Fire Chief – Training and Assistant Fire Chief - Operations

Discussion regarding hiring process for Assistant Fire Chief - Training

Schedule next meeting

SIGNED this 3rd day of March, 2021:

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KEN VAN LIEW, CHAIRMAN

Copy to:

- \_\_\_ Commission chairman Van Liew
- \_\_\_ Commissioner Janicki
- \_\_\_ Commissioner Clark
- \_\_\_ Chief Examiner McCann
- \_\_\_ Skagit Valley Herald/Courier Times
- \_\_\_ KBRC/KAPS
- \_\_\_ Concrete Herald

**MINUTES OF CIVIL SERVICE MEETING**

**February 17, 2021**

**4:00 pm via Zoom**

Present via Zoom: Chief Examiner Bill McCann, Commission Chairman Ken Van Liew,  
Commissioner Mike Janicki

Also Present via Zoom: Police Lt. Dan McIlraith,, Secretary Teresa Nesheim and Glen  
Gardner (host)

The meeting was called to order by Chairman Van Liew at 4:08 p.m.

**OLD BUSINESS**

Commissioner Janicki made a motion to approve the minutes from the January 21, 2021 meeting.  
Commission Chairman Van Liew seconded. Motion carried 2-0.

**NEW BUSINESS**

**POLICE DEPARTMENT:**

Lt. McIlraith updated the Commissioners regarding the new Continuous Employment list. Oral board interviews were held on February 9, 2021 and those candidates have been added to the list. There are also several candidates whose oral board scores are older than 1 year and have expired. The candidates who have been removed due to expired scores are CS20-011, CS20-015, CS20-012, CS20-013, CS20-016, CS20-023, CS20-022, CS20-019 and CS20-020. Commissioner Janicki made a motion to approve the updated Continuous Employment list. Commission Chairman Van Liew seconded the motion. Motion carried 2-0.

Lt. McIlraith stated that the department is currently looking for 2 new hires. One candidate has received a conditional offer and is proceeding through the hiring process.

Discussion followed as to the options for obtaining signatures for the employment lists from the Commissioners due to the Covid-19 restrictions. Commission Chairman Van Liew, Commissioner Clark and Commissioner Janicki each authorized Secretary Nesheim to sign the lists in their absence due to the Covid-19 restrictions.

Commissioner Janicki made a motion to adjourn the meeting. Commission Chairman Van Liew seconded the motion. Motion carried 2 – 0. Meeting was adjourned at 4:11 pm.

**NEXT REGULAR MEETING**

April 15, 2021

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Teresa Nesheim, Secretary/Examiner