



KING COUNTY FIRE PROTECTION DISTRICT NO.16
7220 NE 181st Street
KENMORE, WA 98028
BUSINESS: 425-354-1780 FAX: 425-354-1781

RESOLUTION NO. 25-04
RESOLUTION AUTHORIZING USE OF E-SIGNATURES

A RESOLUTION of the Board of Commissioners of Northshore Fire Department, a fire protection district, Authorizing the Use of Electronic Signatures.

WHEREAS, the Uniform Electronic Transactions Act Chapter 1.80 RCW authorizes state and local agencies (including special purpose districts) to use electronic signatures in the conduct of governmental affairs and other transactions;

WHEREAS, a local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures;

WHEREAS, under RCW 1.80.010(10), an electronic signature is defined as an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record;

WHEREAS, under RCW 1.80.010(15), a record is defined as information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form;

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Northshore Fire Department (Fire District) adopts the following Electronic Signature Policy:

Definitions

Designee: A Northshore Fire Department employee who has been designated by the Board of Commissioners or Fire Chief to sign Northshore Fire District records on the Districts behalf using an electronic signature.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Authorized Signature. A commissioner's signature affixed by the Board Secretary or their designee with the permission of the individual commissioner.

Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

ELECTRONIC SIGNATURES POLICY

NORTHSHORE FIRE DISTRICT

1. The Northshore Fire Department (Fire District) Board of Commissioners encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. The Northshore Fire Department (Fire District) Board further authorizes the use of Authorized Signatures for all documents that have been formally approved by the Board of Commissioners in an open public meeting when the Commissioners have authorized the Board Secretary or their designee to affix their signatures to the document.
3. The Fire Chief shall designate one or more commercially reasonable signature platforms that meet the appropriate Security Procedures, as defined under Chapter 1.80 RCW, for affixing electronic signatures to RFA records.
4. The Board of Commissioners, Fire Chief, Northshore Fire Department (Fire District) Board Secretary and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to the Northshore Fire Department (Fire District) Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the Northshore Fire Department (Fire District) Board is a party and the other parties to the contract have agreed to use electronic signatures, records in which an electronic signature is required by a third party and other Northshore Fire Department (Fire District) Board records as authorized by the Fire Chief.
5. Electronic signatures can only be applied by the authorized signer whose signature is required. Records signed on behalf of an authorized signer by a designee shall use the designee's own electronic signature.
6. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
7. If an individual authorized under this policy to use electronic signatures in a transaction affixes a signature in error, the individual shall (1) Promptly notify any other parties of the error and that the individual did not intend to be bound by the erroneous electronic signature and (2) Take reasonable steps to return or destroy the electronic record and return or recover any consideration received as a result of the erroneous signature.
8. The Northshore Fire Department (Fire District) Board shall retain all records that are signed electronically in accordance with RFA policies and the Washington State record retention requirements.
9. This Policy in no way affects the Northshore Fire Department (Fire District) Board's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.
10. This Policy is intended to comply with the Uniform Electronic Transactions Act and shall be interpreted consistent with that Act as adopted and implemented under Washington Law.

ADOPTED by the Board of Commissioners of Northshore Fire Department, a fire protection district, at an open public meeting of such Board on the 6th day of May, 2025 the following Commissioners being present and voting:

Attest:

Amy Oakley

Amy Oakley

Secretary to the Board

NORTHSHORE FIRE DEPARTMENT

King County, Washington

Lisa Wollum

LISA WOLLUM, Chair

Eric Adman

ERIC ADMAN, Commissioner

TYLER BYERS, Commissioner

Rick Webster

RICK WEBSTER, Commissioner

Josh Pratt

JOSH PRATT, Commissioner

CERTIFICATE

I, Amy Oakley, the Secretary of the Board of Fire Commissioners of King County Fire Protection District No. 16, King County, Washington, hereby certify that the foregoing Resolution is a full, true and correct copy of a Resolution duly adopted at a regular meeting of the Board of Fire Commissioners of said Department, duly held at a regular meeting place thereof on May 6, 2025 of which meeting all members of said Board had due notice, and at which a majority thereof was present; and that at said meeting said Resolution was adopted by the following vote:

AYES, and in favor thereof, Commissioners: 4

NAYS, Commissioners: 0

ABSENT, Commissioners: 0

ABSTAIN, Commissioners: 0

I further certify that I have carefully compared the same with the original Resolution on file and of record in my office; that said Resolution is a full, true and correct copy of the original Resolution adopted at said meeting; and that said Resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of May, 2025.

NORTHSHORE FIRE DEPARTMENT
King County, Washington

Amy Oakley

Amy Oakley
Secretary to the Board of Fire Commissioners