



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Celebrating 75 Years of Service to the Shoreline Community

FIRE CHIEF
Matt Cowan

COMMISSIONERS
Ken Callahan Rod Heivilin
Kim Fischer Barb Sullivan
David Harris

SHORELINE FIRE DEPARTMENT
(Fire District)
RESOLUTION 25-03

*A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF
THE SHORELINE FIRE DEPARTMENT (FIRE 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 Shoreline Fire Department (Fire District) adopts the following Electronic Signature Policy:

Definitions

Designee: A Shoreline Fire Department employee who has been designated by the Board of Commissioners or Fire Chief to sign Shoreline 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

SHORELINE FIRE DISTRICT

1. The Shoreline 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 Shoreline 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, Shoreline 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 Shoreline Fire Department (Fire District) Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the Shoreline 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 Shoreline 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 Shoreline 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 Shoreline 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 at the regular meeting of the Board of Commissioners of the Shoreline Fire Department (Fire District) this 17th day of April 2025.

Attest:

**THE SHORELINE FIRE DEPARTMENT (FIRE DISTRICT)
BOARD OF COMMISSIONERS**


Boupha K. Siharath
Secretary to the Board


Barb Sullivan, Chair


Rod Heivilin, Vice-Chair

Kenneth G. Callahan, Commissioner


David M. Harris, Commissioner


Kimberly A. Fischer, Commissioner



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BOARD OF COMMISSIONERS MEETING

Meeting Date:	April 17, 2025
Agenda Title:	Resolution 25-03 Shoreline Fire Department (Fire District) Authorizing Use of Electronic Signatures
Background Information:	<p>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. 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.</p> <p>The Shoreline 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.</p> <p>The Board of Commissioners, Fire Chief, Shoreline Fire Department (Fire District) Board Secretary and their designee are authorized to use electronic signature platforms approved to affix electronic signatures to Shoreline Fire Department (Fire District) Board records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the Shoreline 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 Shoreline Fire Department (Fire District) Board records as authorized by the Fire Chief.</p>
Recommendation:	Recommend that the Board of Commissioners approve and sign the Shoreline Fire Department (Fire District) Resolution 25-03– <i>Shoreline Fire District Authorizing Use of Electronic Signatures</i> .
Financial Impact:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Shoreline Fire Department (Fire District) Resolution 25-03– <i>Shoreline Fire District Authorizing Use of Electronic Signatures</i>

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Board of Commissioners of the Shoreline Fire Department (Fire District) to approve and sign Shoreline Fire District Resolution 25-03 Authorizing Use of Electronic Signatures.

Follow Up Action(s):	
Follow up Person(s):	Chief Matt Cowan / Bouphe Siharath, Board Secretary
Follow up Date(s):	