



**Shoreline Fire Department**  
*Dedicated to the Protection of Life and Property*  
*Serving our Communities for Over 85 Years, Since 1939*

**FIRE CHIEF**  
Matt Cowan

**COMMISSIONERS**  
Ken Callahan      Rod Heivilin  
Kim Fischer        Barb Sullivan  
David Harris        Eric Adman  
Tyler Byers         Rick Webster  
Lisa Wollum         Josh Pratt

**SHORELINE FIRE DEPARTMENT**  
**(Regional Fire Authority)**  
**RESOLUTION 25-07**

*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 Governing Board of the Shoreline Fire Department Regional Fire Authority (RFA) adopts the following Electronic Signature Policy:

**Definitions**

**Designee**: A RFA employee who has been designated by the Board of Commissioners or Fire Chief to sign RFA records on the RFA's 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 DEPARTMENT**

#### **(Regional Fire Authority)**

1. The RFA 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 RFA 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, RFA Board Secretary and their designees are authorized to use electronic signature platforms approved under Section 3 to affix electronic signatures to RFA records including Board of Commissioner meeting minutes, resolutions, vouchers, warrants, any and all contracts to which the RFA 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 RFA 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 RFA 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 RFA'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 Shoreline Fire Department Regional Fire Authority (RFA) this 1<sup>st</sup> day of May 2025.

**Attest:**

  
Boupha K. Siharath  
Secretary to the Board

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE  
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

  
Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner

  
Kimberly A. Fischer, Commissioner

  
David M. Harris, Commissioner

  
Rod Heivilin, Commissioner

  
Josh Pratt, Commissioner

  
Barb Sullivan, Commissioner

  
Rick Webster, Commissioner

  
Lisa Wollum, Commissioner