



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

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Tyler Byers Rick Webster
Lisa Wollum Josh Pratt

SHORELINE FIRE DEPARTMENT
(A Regional Fire Authority)

RESOLUTION 25-13

Establishing Record Retention Officer and Medical Records Privacy Officer

WHEREAS, the Shoreline Fire Department Regional Fire Authority (RFA) is a public agency and shall comply with all applicable State laws regarding the production and retention of public records;

WHEREAS, there is also a need to produce medical records and to adhere to appropriate privacy laws;

WHEREAS, it would be a benefit to appoint a Record Retention Officer and Medical Records Privacy Officer to ensure proper processing of records requests and appropriate retention of records retention as defined in State law;

WHEREAS, the Officer shall also apply due discretion as some of the records shall be private in nature;

WHEREAS, the Officer shall follow Department policies such as, but not limited to; Admin 154 – *Records Management Program and Records Request Process*, and Admin 119 – *Release of Medical Records and Information*;

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Shoreline Fire Department hereby assigns these duties to the Administrative Director:

ADOPTED at the regular meeting of the RFA Board of Commissioners of the Shoreline Fire Department, this 1st day of May 2025.

Attest:

Boupha K. Siharath
Boupha K. Siharath
Secretary to the Board

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

Eric Adman
Eric Adman, Commissioner

Tyler Byers, Commissioner

Kenneth G. Callahan, Commissioner



Kimberly A. Fischer, Commissioner



David M. Harris, Commissioner



Rod Heivilin, Commissioner



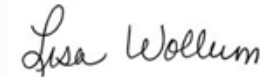
Josh Pratt, Commissioner



Barb Sullivan, Commissioner



Rick Webster, Commissioner



Lisa Wollum, Commissioner