



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

RESOLUTION NO. 20-02

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT AUTHORIZING THE USE OF ELECTRONIC SIGNATURES IN LIEU OF HANDWRITTEN SIGNATURES

WHEREAS, the Electronic Authentication Act Chapter 19.360 RCW authorizes state and local agencies (including special purpose districts) to utilize 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, whenever the use of a written signature is authorized or required by a local agency, an electronic signature may be used with the same force and effect as the use of a signature affixed by hand, as long as the electronic signature conforms to the definition in RCW 19.360.030 and the writing conforms to RCW 19.360.040;

WHEREAS, under RCW 19.360.030, 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 19.360.040, a writing is a record, which 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, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure;

WHEREAS, pursuant to RCW 19.360.020(1), an electronic signature may be used with the same force and effect as the use of a signature affixed by hand;

WHEREAS, pursuant to RCW 19.360.020(5), "[t]he method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule;" and

WHEREAS, in light of the COVID-19 health crisis, the Governor's Stay-at-Home Proclamation, and Proclamation 20-08, the Board finds that is impracticable and/or impossible for commissioners to execute documents by hand.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department as follows:

1. Pursuant RCW 19.36, the Commissioners of the Northshore Fire Department may sign any documents which are approved by the Board of Fire Commissioners in open public session, including but not limited to vouchers, by electronic signature.
2. An electronic signature, for purposes of this resolution, shall consist of the following: (1) an e-mail from Northshore Fire Department staff to a Commissioner at the Commissioner’s Northshore Fire Department e-mail account containing, as an attachment, the document which requires execution; and (2) the Commissioner’s reply to that e-mail in which the Commissioner writes (in substantially the following form): “Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”
3. With regards to approval of the vouchers, if King County allows a specific process for electronic approval of vouchers by the Commission, such County-approved process may be followed in lieu of (or in addition to) the process set forth in Section 2.
4. Any electronic signature of a Commissioner conforming to this Resolution shall have the same force and effect of a signature affixed by hand and shall be deemed the equivalent of an original signed document.
5. For purposes of the Public Records Act, the District Secretary shall print all electronic signatures and shall keep them attached to the written document that was approved. The District Secretary is authorized to fill in the date in the signature block, if applicable, and the District Secretary shall further insert on each signature line of the original document the following words: “Electronically signed.”

ADOPTED by the Board of Commissioners at a special meeting this 30th day of March 2020.

BOARD OF COMMISSIONERS:

RICHARD VERLINDA, Commissioner

JOSH PRATT, Commissioner

DON ELLIS, Commissioner

RICHARD WEBSTER, Commissioner

DAVID MAEHREN, Commissioner

ATTEST:

KATE HANSEN, District Secretary
 Board of Commissioners

From: [Don Ellis](#)
To: [Kate Hansen](#)
Subject: Re: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 10:44:53 AM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Approved and Electronically Signed this 8th day of April 2020 by Commissioner Ellis.

From: Kate Hansen <khansen@northshorefire.com>
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

Good Evening Commissioners,

Attached please find the two Resolutions approved on March 30th for your electronic signature. To complete the signature, please reply to this message using the verbiage below, filling in your information.

Thank you and stay safe,

Kate

“Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Dave Maehren](#)
To: [Kate Hansen](#)
Cc: [Greg Ahearn](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 11:23:29 AM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

Approved and Electronically Signed resolution 20-01 this 8th day of April, 2020, by Commissioner David C. Maehren.

Approved and Electronically Signed resolution 20-02 this 8th day of April, 2020, by Commissioner David C. Maehren.

Kate,

In the future would you please send each document that needs a signature in a separate email. That practice will assure a commissioner's electronic signature is represented for a specific document.

Thanks

From: Kate Hansen
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

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Thank you and stay safe,

Kate

“Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”

Kate Hansen
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Direct: 425.354.1779
khansen@northshorefire.com



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strictly prohibited. Please notify the sender immediately by return e-mail and delete all copies from your system.

From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 12:34:47 PM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Approved and Electronically Signed this 8th day of April, 2020, by Commissioner Rick Verlinda

From: Kate Hansen <khansen@northshorefire.com>
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

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Thank you and stay safe,
Kate

“Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”

Kate Hansen
Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature from Rick Webster
Date: Monday, April 6, 2020 5:30:54 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

`Approved and Electronically Signed this 6th day of April, 2020, by Commissioner Rick Webster.

From: Kate Hansen <khansen@northshorefire.com>
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

Good Evening Commissioners,

Attached please find the two Resolutions approved on March 30th for your electronic signature. To complete the signature, please reply to this message using the verbiage below, filling in your information.

Thank you and stay safe,

Kate

“Approved and Electronically Signed this __ day of ____, 2020, by Commissioner _____.”

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Resolution 20-01 and 20-02 for Signature
Date: Wednesday, April 8, 2020 4:53:49 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

“Approved and Electronically Signed this 8th day of April, 2020, by Commissioner Josh Pratt.”

From: Kate Hansen
Sent: Sunday, April 5, 2020 8:08 PM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>; CSD - Matt Paxton <mpaxton@chmelik.com>
Subject: Resolution 20-01 and 20-02 for Signature

Good Evening Commissioners,

Attached please find the two Resolutions approved on March 30th for your electronic signature. To complete the signature, please reply to this message using the verbiage below, filling in your information.

Thank you and stay safe,
Kate

“Approved and Electronically Signed this ___ day of ____, 2020, by Commissioner _____.”

Kate Hansen
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Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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