

**NORTH COUNTY REGIONAL FIRE AUTHORITY
RESOLUTION NO. 11252020-01**

A RESOLUTION authorizing the use of electronic signatures in lieu of handwritten signatures.

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

WHEREAS, a governmental 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, to the extent permitted by law, whenever the use of a written signature is authorized or required by a governmental agency, an electronic signature may be used with the same force and effect as the use of a signature affixed by hand;

WHEREAS, under RCW 1.80.070(10), an electronic signature is defined as 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;

WHEREAS, under RCW 1.80.070(15), 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 1.80.060, 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 1.80.170, the government agency, giving due consideration to security, may specify a policy related to use of electronic records and signatures; 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 it is impracticable and/or impossible for commissioners to execute documents by hand.

NOW, THEREFORE, BE IT HEREBY RESOLVED, as follows:

1. The Commissioners of the Fire Authority may sign any documents that are approved by the Board of Fire Commissioners in open public session, including but not limited to vouchers, by electronic signature.

2. The Fire Chief may adopt procedures as to what shall consist of an electronic signatures, including, without limitation, selecting a safe and secure electronic signature platform that includes an industry standard digital seal using Public Key Infrastructure (PKI), physical security at data centers, data encryption, and compliance with ISO 27001:2013 standards.

3. Any electronic signature of a Commissioner conforming to this Resolution shall have the same force and effect as a signature affixed by hand and shall be deemed the equivalent of an original signed document.

ADOPTED by the Board of Fire Commissioners of North County Regional Fire Authority, at a regular open public meeting thereof this 25th day of November 2020, of which notice was given in the manner provided by law, the following Commissioners being present and voting.

NORTH COUNTY REGIONAL FIRE AUTHORITY

By: DocuSigned by:
Larry Longley
Larry Longley, Commissioner

By: _____
Judy Williams, Commissioner

By: DocuSigned by:
Greg Oakes
Greg Oakes, Commissioner

By: DocuSigned by:
Ric Cade
Ric Cade, Commissioner

By: DocuSigned by:
Rob Johnson
Rob Johnson, Commissioner

By: DocuSigned by:
Janet Iverson
Janet Iverson, Commissioner

ATTEST:

DocuSigned by:
Katie Casey
Katie Casey, Fire Authority Secretary
Governing Board