



# Gig Harbor Fire & Medic One

RESOLUTION NO. 2020-06

April 28, 2020

**A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF PIERCE  
COUNTY FIRE PROTECTION DISTRICT NO. 5  
ADOPTING POLICY ON ELECTRONIC SIGNATURES  
AND ELECTRONIC RECORDS**

WHEREAS, Pierce County Fire Protection District No. 5 (hereinafter the “District”) is a special purpose district of the State of Washington (hereinafter the “State”); and

WHEREAS, fire protection districts may exercise those powers granted by statute or those powers that may be implied from explicit grants of authority set forth in the statutes creating them; and

WHEREAS, the Washington State Legislature has adopted a statute “intended to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities”; and

WHEREAS, RCW 19.360.020 requires a public agency to adopt a policy on electronic signatures and electronic records, if the agency elects to send or accept e-signatures and/or e-records, or is already doing so;

**NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:**

**Section 1.** This Policy Resolution establishes the method and process used by the District for managing electronic signatures and electronic records. The standards and guidelines established herein shall govern the District’s management of such affairs and records, and shall facilitate reasonable access to the records by all persons authorized to have such access, while keeping the necessary security of records and signatures to protect privacy when mandated by law.

**Section 2.** Pursuant to 45 C.F.R. Section 164.306, the HIPAA Security Rule, all medical records of patients, may be maintained electronically but shall be secured as required by law.

**Section 3.** Pursuant to RCW 19.360.020, an electronic signature may be used by District officials, and accepted thereby, with the same force and legal 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. This means the “signature” is 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. “Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

**Section 4.** All electronic records and e-signatures shall be maintained and secured in such a way as to reasonably prevent identity theft.

**Section 5.** With respect to authenticity of e-signatures, reasonable measures shall be taken to assure District personnel accepting e-signatures are confident that the signer is the person who they purport to be, and when providing a District official's e-signature such officials shall take steps to assure their own authentic identity. The use of services such as DocuSign or Adobe Sign are permitted as long as system validity and security is first established.

**Section 6.** The District has already established, and maintains, systems to assure that e-mails and other electronic submissions are not intercepted by unauthorized persons; such systems shall be maintained without change. The administration shall establish methods to assure that no e-signature of any District official may be altered without their express approval.

**Section 7.** Nothing in this policy resolution shall be deemed to make any exception or deviation from the Public Records Act, Chapter 42.56 RCW or the records retention statutes and regulations of the State of Washington.

**PASSED AND APPROVED, this 28<sup>th</sup> day of April 2020 by the Board of Fire Commissioners for Pierce County Fire District No. 5.**

Chairperson

  
Thomas A Sutich (Apr 29, 2020)

Commissioner

  
Kevin Entze (Apr 30, 2020)

Commissioner

  
Joe Urvina (May 2, 2020)

Commissioner

Commissioner

  
Bryce Nelson (Apr 29, 2020)

Commissioner

  
Alex Wilsie (May 2, 2020)

Commissioner

Attest:

  
John Burgess (May 4, 2020)

District Secretary

# Resolution 2020-06 Electronic Signature Authorization

Final Audit Report

2020-05-04

Created:	2020-04-29
By:	Taunja VanderVaate (TVandervaate@gigharborfire.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGm1gtXSEOJFWmanZAZUF3CafWcSrBtJ4

## "Resolution 2020-06 Electronic Signature Authorization" History

 Document created by Taunja VanderVaate (TVandervaate@gigharborfire.org)

2020-04-29 - 3:31:17 PM GMT- IP address: 73.225.248.122

 Document emailed to Thomas A Sutich (tsutich@gigharborfire.org) for signature

2020-04-29 - 3:32:44 PM GMT

 Email viewed by Thomas A Sutich (tsutich@gigharborfire.org)


2020-04-29 - 4:06:58 PM GMT- IP address: 67.183.160.224

 Thomas A Sutich (tsutich@gigharborfire.org) entered valid password.

2020-04-29 - 4:10:59 PM GMT

 Document e-signed by Thomas A Sutich (tsutich@gigharborfire.org)

Signature Date: 2020-04-29 - 4:18:11 PM GMT - Time Source: server- IP address: 67.183.160.224

 Document emailed to Bryce Nelson (bnelson@gigharborfire.org) for signature

2020-04-29 - 4:18:12 PM GMT

 Email viewed by Bryce Nelson (bnelson@gigharborfire.org)


2020-04-29 - 5:11:44 PM GMT- IP address: 73.169.202.181

 Bryce Nelson (bnelson@gigharborfire.org) entered valid password.

2020-04-29 - 7:45:26 PM GMT

 Document e-signed by Bryce Nelson (bnelson@gigharborfire.org)

Signature Date: 2020-04-29 - 7:47:11 PM GMT - Time Source: server- IP address: 73.169.202.181

 Document emailed to Kevin Entze (kentze@gigharborfire.org) for signature


2020-04-29 - 7:47:13 PM GMT

 Email viewed by Kevin Entze (kentze@gigharborfire.org)


2020-04-30 - 5:23:35 PM GMT- IP address: 24.18.151.227

 Kevin Entze (kentze@gigharborfire.org) entered valid password.

2020-04-30 - 5:26:10 PM GMT

 Document e-signed by Kevin Entze (kentze@gigharborfire.org)

Signature Date: 2020-04-30 - 5:28:00 PM GMT - Time Source: server- IP address: 24.18.151.227

 Document emailed to Alex Wilsie (awilsie@gigharborfire.org) for signature

2020-04-30 - 5:28:02 PM GMT

 Email viewed by Alex Wilsie (awilsie@gigharborfire.org)


2020-05-02 - 8:56:32 PM GMT- IP address: 76.28.131.19

 Alex Wilsie (awilsie@gigharborfire.org) entered valid password.

2020-05-02 - 8:57:15 PM GMT

 Document e-signed by Alex Wilsie (awilsie@gigharborfire.org)

Signature Date: 2020-05-02 - 8:58:20 PM GMT - Time Source: server- IP address: 76.28.131.19

 Document emailed to Joe Urvina (jurvina@gigharborfire.org) for signature

2020-05-02 - 8:58:22 PM GMT

 Email viewed by Joe Urvina (jurvina@gigharborfire.org)


2020-05-03 - 2:12:32 AM GMT- IP address: 73.157.5.160

 Joe Urvina (jurvina@gigharborfire.org) entered valid password.

2020-05-03 - 2:15:39 AM GMT

 Document e-signed by Joe Urvina (jurvina@gigharborfire.org)

Signature Date: 2020-05-03 - 2:16:29 AM GMT - Time Source: server- IP address: 73.157.5.160

 Document emailed to John Burgess (jburgess@gigharborfire.org) for signature

2020-05-03 - 2:16:31 AM GMT

 Email viewed by John Burgess (jburgess@gigharborfire.org)

2020-05-04 - 2:40:34 PM GMT- IP address: 76.121.21.10

 John Burgess (jburgess@gigharborfire.org) entered valid password.

2020-05-04 - 5:00:48 PM GMT

 Document e-signed by John Burgess (jburgess@gigharborfire.org)

Signature Date: 2020-05-04 - 5:01:13 PM GMT - Time Source: server- IP address: 50.202.232.138

✔ Signed document emailed to Bryce Nelson (bnelson@gigharborfire.org), Thomas A Sutich (tsutich@gigharborfire.org), John Burgess (jburgess@gigharborfire.org), Kevin Entze (kentze@gigharborfire.org), and 3 more

2020-05-04 - 5:01:13 PM GMT