

Lookingglass Rural Fire District
Communications Officer Report
September 9, 2015

- 1) Website
 - A) Usage
 - i. Summary: August showed an average number of unique visitors (241) for the year 2015. It had the highest number of visits (397) and pages viewed (2539).
 - ii. Details are on page 2.
 - iii. Online scan of website indicated no malware, blacklisting, injected spam, or defacements.
 - B) Updates
 - i. As directed by the Board, emails sent to the Board now are forwarded to all Board members. This does not change the requirement in the Information Technology Policy that it is the Secretary's responsibility to respond to emails sent to the Board.
 - ii. The list of Board members was updated on the Directors page.
 - iii. The design of the website navigation menu has been changed to make it more responsive to mobile devices.
 - iv. The design and coding of the fire danger level was changed to make it easier to read and accessible to text readers for voice output.
 - v. The Safety page was redesigned and links updated.
 - vi. The Blotter page was redesigned and updated.
 - vii. A link to the Explorers Facebook page was added to the Volunteers page.
 - C) Proposed Updates
 - i. Add link to new Oregon state web page that has current information and a map of fires around the state.
 - D) Request for Suggestions
 - i. Please send me information on broken links, ideas for improving the website, and problems in using the website.
- 2) Communications with Agencies
 - A) A vendor reported a correction to a broken link and requested a link to their website. I corrected the link and thanked them. I also informed them that we would not be able to link to a for-profit website.
 - B) Another vendor sent information about their training products. I forwarded the email to our Fire Chief.
- 3) Communications with Fire Department
 - A) A correction to the fire danger level on the re-designed website was received from Tom Johnson and was fixed.
- 4) Communications with Community
 - A) Reported to other Board members concern of a community member regarding Treasurer reports.
 - B) Replied to emails from Rise Briggs regarding concerns about responses to Board emails, how to write amendments to bylaws and policies, and a need for updating the District Operations Manual.
- 5) District Operations Manual
 - A) Reviewed contents and dates of documents.
 - B) Some of the statutes need to be updated.
 - C) I have been unable to find any documentation for what should be contained in the District Operations Manual or even that it was intended to replace the District Policy Manual.

**Website Visits
(AWStats)**

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2015	283	389	1,063	5,245	207.33 MB
Feb 2015	216	300	559	1,817	89.03 MB
Mar 2015	242	359	685	2,234	112.12 MB
Apr 2015	243	388	1,025	4,155	229.44 MB
May 2015	221	330	871	2,631	179.01 MB
Jun 2015	180	290	588	1,867	136.33 MB
Jul 2015	228	382	760	2,921	195.89 MB
Aug 2015	241	397	2,539	18,160	305.85 MB
Sep 2015	1	1	2	2	13.69 KB
Oct 2015	0	0	0	0	0
Nov 2015	0	0	0	0	0
Dec 2015	0	0	0	0	0
Total	1,855	2,836	8,092	39,032	1.42 GB