

Lookingglass Rural Fire District
Communications Officer Report
Date: April 21, 2021

- 1) Website
 - A) Updates
 - i. Posted approved documents, meeting videos, Minutes, Blotter calls, Treasurer's Report, and Chief's Report.
 - ii. Scanned website, including emails, for viruses and deleted any that were present. There were no files with apparent viruses in the District email accounts and none on the website.
 - iii. Additional spam email addresses were blacklisted.
 - iv. Posted notices about Weather Alerts.
 - v. Verified that the District's email addresses are not being used or spoofed to send spam.
 - B) Proposed Change
 - i. When the new District credit card is available, it will need to be listed at name.com for auto renewal of the website domain name.
 - C) Request for Suggestions
 - i. Ideas for improving the website should be sent to the Communications Officer / Web Manager.
- 2) Communications with Agencies
 - A) Received texts of Fire Department 911 dispatches.
 - B) Received email newsletters from SDAO.
 - C) Received email newsletters regarding COVID-19 from the Oregon Department of Human Services, the Oregon Health Authority, and the Douglas Public Health Network.
- 3) Communications with Fire Department
 - A) List of February Blotter calls and report were received from the Chief.
 - B) Forwarded to the Chief a community complaint about late-night noise from people parking in the station's parking lot.
- 4) Communications with Community
 - A) Posted Public Notice, with Zoom link, for April Board meeting on the District website and NextDoor.
- 5) Communications Equipment
 - A) Updated some software on District computer.