

LEBANON FIRE DISTRICT  
POLICY, PROCEDURE AND INSTRUCTION

SECTION: 1100 – Administration

TITLE: **News Media Policy for Executive Session**

NUMBER: **1100-55**

SUPERSEDES: All Previous Documents Related to PPI Manual

APPROVAL: Joseph Rodondi 1/6/2022  
Fire Chief Date

UPDATED: Joseph Rodondi 1/6/2022  
Fire Chief Date

**1. PURPOSE**

The purpose of this News Media Policy (“Policy”) is to implement the intent of public meetings law relating to news media representatives’ attendance in executive sessions.

**2. DEFINITIONS**

- A. Executive Sessions. Any meeting or part of a meeting that is closed to certain persons for deliberation on certain matters pursuant to ORS 192.660.
- B. News. A report of a recent event, new information, or fresh tidings.
- C. News Media. Channels, methods, or systems of communicating recent events or new information of interest to the recipients.
- D. News Media Representative. An individual who gathers news and who has a formal affiliation with an institutional news media entity by way of employment, contract, or other official authorization.
- E. Institutional News Media Entity. An entity that is formally organized for the purpose of gathering and disseminating news. The following entities are recognized as institutional news media entities:

- i. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press.
- ii. A newspaper that the Lebanon Fire District uses for publication of public notices and that meets the requirements of ORS 193.020.
- iii. An established entity that:
  - a. Regularly and continuously publishes, broadcasts, transmits, or otherwise disseminates news to the public, via the Internet or otherwise; and
  - b. Is formally organized for the purpose of gathering and disseminating news. Criteria that tend to show that an entity is formally organized for the purpose of gathering and disseminating news include, but are not limited to the following:
    - (1) A formal business structure, which may include registration as an entity with the Oregon Secretary of State;
    - (2) The existence of multiple personnel with defined roles within the entity's organizational structure; and
    - (3) Regular publication and dissemination of news.

### **Regular publication and dissemination of news.**

## **3. POLICY**

Lebanon Fire District (the "District") welcomes news media representatives of institutional news media entities to attend its executive sessions unless news media representatives are excluded from attending executive sessions under ORS 192.660(2)(d) or ORS 192.660(4).

## **4. PROCEDURE**

### **I. Verification of News Media Representatives.**

- A. Only news media representatives of institutional news media entities may attend executive sessions. News media representatives must provide sufficient credentials to the District so that the District can verify their status prior to attending an executive session. The District requests that any news media representatives wishing to attend an executive session submit the Recognized News Media Representative Application

("Application") preferably no later than three business days prior to attending an executive session.

- i. Upon receipt of an Application, the District will review the Application and any other relevant information to determine if the applicant meets the requirements to be recognized as a news media representative of an institutional news media entity, as defined in Section 2 of this Policy. The District will accept or deny an Application via a written decision delivered in the manner selected by the applicant on the Application form.
- ii. If the applicant does not meet the requirements to be recognized as a news media representative of an institutional news media entity, as defined in Section 2 of this Policy, then the Application shall be denied in writing.
- iii. Individuals whose Applications have been denied may appeal the denial to the District Board (the "Board"). Appeals must be submitted in writing to the District within seven calendar days of the Application's denial. Upon submission of an appeal, the District Board will consider the appeal and any relevant information at its next regular meeting. The District Board's decision will be the District's final decision and the sole method for challenging the District Board's decision is by writ of review pursuant to ORS Chapter 34.
  - a. The District may establish and maintain a list of news media representatives who the District has recognized to be news media representatives through the Recognized News Media Representative Application or otherwise recognized by the District as news media representatives. News media representatives who are on this list will not be required to provide additional credentials to attend subsequent executive sessions. However, if a news media representative's status changes, they must submit a new Application to the District.
  - b. A news media representative's failure to provide sufficient credentials before an executive session will result in the individual's denial of attendance.

## **II. Recording Devices.**

News media representatives are prohibited from using any type of audio or visual recording device while in executive session.

## **III. Reporting on Matters Discussed in Executive Session.**

**Pursuant to ORS 192.660(4), news media representatives are prohibited from reporting on any matter that the District instructs them not to report on while in executive session.**

**APPENDIX A**

**Lebanon Fire District  
Recognized News Media Representative Application**

Pursuant to Lebanon Fire District's (the "District") News Media Policy, those claiming to be representatives of an institutional news media entity are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to Lebanon Fire District, preferably no later than three business days prior to the executive session you wish to attend. Forms may be submitted by:

Email to: [dsmith@lebanonfire.com](mailto:dsmith@lebanonfire.com)  
Mail to: 1050 W. Oak Street, Lebanon OR 97355

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Name

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News Media Organization Represented

**Certification of Representation**

I, \_\_\_\_\_, certify the following to be true and accurate:

I represent the following (check all that apply):

- A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press.
- A newspaper or publication that the District uses for publication of public notices and meets the requirements of ORS 193.020.
- A news media organization that is formally organized and operated to regularly and continuously publish, broadcast, transmit via the internet or otherwise disseminate news to the public, pursuant to the District's News Media Policy, Section 2.E.

The news media organization that I represent is committed to complying with the District's instructions when the District states that certain matters discussed in executive session are to be undisclosed.

I have provided one or more of the following credentials attached to this Application that are sufficient to allow the District to verify that I am a representative of the above identified news media organization. Please select all that apply:

- A press badge or identification issued by the news media organization that I represent, plus proof of my identity.
- A copy of or internet link to a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity.

- A letter on letterhead from an editor of the news media organization that I am attending the executive session for the news media organization, plus proof of my identity.
- The following evidence sufficient to show that I am a representative of the above-identified news media organization:

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I would like to be notified of the District's decision on this application by:

Email: \_\_\_\_\_

Mail: \_\_\_\_\_

**As a representative of the news media, I agree to comply with ORS 192.660(4).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date