## Runs And Rosters





# User Guide



#### Forward

Volunteer Fire Departments have always been the backbone of the fire service since the first company was founded by Ben Franklin in Philadelphia during the 18th Century. With the pressures of modern day living, volunteer fire departments are under a great deal of strain not only enticing members to join, to respond to calls, to train, and to stay with their departments but also competing for tax dollars in their communities where school budgets take the biggest slice of the pie.

I have been a member of a volunteer fire department for almost 30 years. As a former Captain and Lieutenant with my department and as a daytime officer I realized there was a real need for a reasonably priced software program that would help departments keep track of their fire calls and other vital records.

Runs and Rosters began in 1997 as *Fire Call Log*. Several years later we created the first Runs and Rosters 1.0. Now we are releasing Runs and Rosters 2.0. It is taken almost five years to create this new version. At Knightlite, we think this is an invaluable application for the small and medium-size departments. Here is why.

1) It is reasonably priced. It's not going to cost your department thousands of dollars. We have an introductory price of \$395.00 with free shipping. It comes on an 8 GB Flash Drive and is also downloadable from the Internet.

2) It's easy to use. Once you set up some introductory information, you will be off and running.

3) There is no yearly service fee. You purchase it once, and you can use it for as long as you wish.

4) Upgrade prices will be reasonable. When we add some new features and create a new version, we will charge a reasonable amount for the upgrade. The key is, you don't need to upgrade at all if you don't need the new features. You can continue to use your licensed version.

**5)** Toll-Free Telephone Technical Support. There is no charge for support. I'm continually amazed at companies that sell expensive software that is difficult to learn, and when you get stumped, they charge you again to tell you how to use it.

I tried to write this application so it could be as easy to learn as possible. Don't be intimated by this 100-page User Guide. When you take a close look at this, it's mostly filled with pictures. When I was writing this, I said to myself, "Nobody's going to read this." It's human nature not to want to read the directions. I hate reading directions. But, you need to know this for the software to work correctly for you. That is why we created 42 instructional videos that you can use to quickly learn this application.

There is nothing difficult about using Runs and Rosters, but it does have to be set up correctly. The application has over 141,000 lines of code, and it is chocked-full of features. Watching the videos will help you not only be aware that these features exist, but also how to properly utilize these features.

To make this User Guide make more sense we have linked each section to our website where you can click on one of our Video Icons, and it opens up a web page and runs a video on the selected subject. Start by clicking on the video links below.

You have to do the following steps first before you mess around with the program.

#### 1) You need to go through your Department Setup Process.

2) You need to enter your member's names in the Members database.

Please understand that the computer needs some input from you before you can expect to get something back from it.

VIDEO

VIDEO

If you watch the videos and at least read the first part of this user guide, you will never need to pick up the phone and call us. But if you do, the number is 1-800-707-9875. Tech Support Hours are between 8:00 AM and 8:00 PM Eastern Time. If you get voice mail, leave a message. We WILL call you back!

If there is a feature that you would like to see in a future version of Runs and Rosters, please feel free to let us know. Knightlite does listen to our customers. We have been providing the fire service the best study software since 1996, and we take great pride not only in our quality products but also the technical support we provide our customers. We work 12 to 14 hours a day, seven days a week. We are here to help.

Sincerely,

James D. Redway Founder and CEO Knightlite Software LLC

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## **System Requirements**



#### Windows

Windows 7 SP1, Windows 8.1, Windows 10 2 GB Ram Constant Internet Connection. The software the Internet to draw maps, create QR Codes, and obtain the weather from the Weather Underground. 500 MB free hard drive space.



#### MacOS

OS X Lion, OS X, Mountain Lion, OS X Mavericks, OS X Yosemite, OS X El Capitan, macOS Sierra, macOS High Sierra.

2 GB Ram

Constant Internet Connection. The software the Internet to draw maps, create QR Codes, and obtain the weather from the Weather Underground. 500 MB free hard drive space.

#### Introduction

**IMPORTANT** - If you read one sentence in this user guide, please read this one -->

#### YOU NEED TO READ THIS USER GUIDE BEFORE USING RUNS AND ROSTERS!

Here's the deal. If you agree to read this user guide, I will agree to make this guide as brief and easy to understand as humanly possible. No one likes reading the directions including me. I prefer to click around until I get in trouble and then read the directions as a last resort.

Runs and Rosters is an extremely easy software program to use and will save you and your department of hours of tedious work, but you need to do a few things to set up the software correctly in order to work it. The setup is not difficult but it needs to be done first.

To make things even easier for you, Knightlite has created a whole bunch of videos to make setting up and using Runs and Rosters much easier. They are available at:



The first step in using Runs and Rosters (RNR) is to setup your department. To do that click on the **System Setup** button as shown in the image below.

	Implates Calendar Mailing List Contact Equipment Book QR Codes      Knightlite Volunteer Fire Department	Backup Knightlite Store Help Passwords
embership Information	Department SnapShot 10/24/16	HNIGHTLITE
Membership Contact Members Rosters Print Mailing List Personal Protective Equipment Generate QR ID	Calls This Year: 13 Last Call: 2018-08-14 - HazMat Incident	VOLUNTEER
cident Call Information	Address:	FIRE
Runs Search Runs Run Statistics Run Attendence Member Stats Ambulance Attendance Create Maps Street Directions Press Report	Total Members:         12         Voting Members:         10         Drivers:         8           EMS Members:         10         Total Officers:         5         5           Drills This Year:         0         5         5         5	Observation Time: Last Updated on October 24, 9:35 AM EDT Weather: Partly Cloudy
aining	Last Drill: -	Temperature: 48.9 F (9.4 C) Wind: From the West at 4.5 MPH
Training Records Training Library Training Attendance Medical Certification Exp. Dates	Location:	Gusting to 4.9 MPH Windchill: 47 F (8 C) Visibility: 10.0 Miles
poaratus	Meetings This Year: 1	Pressure: 29.88
Apparatus Center Apparatus Equipment Book	Last Meeting: 2016- 4-07 - April Monthly Meeting	Relative Humidity: 99% Dewpoint: 49 F (9 C)
Vehicle Checks Compartment Inventory	Last Calendar Event: 20 0-09-18 00:00:00 - Sunday Morning Member Break	Feels Like: 47 F (8 C) Precipitation Today: 0.11 in (3 mm)
ther Activities	There Are 0 Med. Certs. Expiring in> 60 Days!	
Meetings Work Details Det Meeting Attendance Work Detail Attendance Events Calendar NFIRS Reporting		
ther Modules	Version 1.0.0	
he Vonk Point System Incentive Program he Knightlite Point System	System Setup Setup Templates Change Appearance	

#### **Basic Information Tab:**

Basic Information Ranks	Apparatus	Calls Received By	Training Defauts	Medical C	erts Ir	nage W	/eather	Outgoing Email	Style
			En	ter Your I	Basic [	Departr	nent In	formation	
To use Runs and Roster			Departm	ent Name:	Knightli	te Volunte	er Fire De	epartment	ונ
software needs to know	information about your fire department. The software needs to know some basic information that is used throughout the application.			Address:	93 Port	er Hill			
If you are strictly a Volu	Inteer Depar	tment, click on		City:	Middleb	oury			
	"Volunteer" button. If you are a combination artment click on "Combination." Runs and				СТ		Zip/I	Postal: 06762	
Rosters will turn on and depending on which yo		features in app		Phone:	1-800-	707-9875	5 Fax:		
Knightlite has tried to r	nake this pro	cess as simple	Ema	il Address:	sales@l	nightlite.	m		
as possible. Fill in the i	nformation re	equested on	Dep	. Website:	http://w	ww.knight	lite.com/	runs	
	Inel. Click on the Next and Back buttons ck and forth or simply click on the tabs between pagele http://facebook.com/knightlitesoftwa					tlitesoftware	]		
to havigate between pe	incia.		Type Of De	partment:	Volu	inteer	Combin	ation	

The **System Setup** Window contains ten tabs where you enter information about your fire department. The first tab is the Basic Information tab. Here you simply enter:

- 1) Your Department Name.
- 2) Its complete address including City, State, and Zip Code.
- 3) Phone and Fax number
- 4) Email Address.
- 5) Department Website and Social Network website if you have one.
- 6) Click the segmented button if you are a Volunteer or Combination fire department.

## Note: As of now, RNR is setup for Volunteer. Other features for combination departments may be added in the future.

Once completed click on the Next button or the Ranks tab.

#### Ranks Tab:

Basic Information Ranks	Apparatus Calls Received By	Training Defauts	Medical Certs	Image Weather	Outgoing Email	Style
chief, deputies, ca	department rank structure. You ha ptains, regular firefighters, vetera	ns,	Member	Status Options:	Pay Rate:	٦
	membership status categories yo nbers. These are used throughout		Chief		10	
and Rosters.	and Rosters.			Chief	9	
Some fire departm	ents pay a per call stipend to their		Assistant	t Chief	9	
members. For example	mple members may get \$6.00 per	call.	Captain		8	
	er call stipend can be varied depending on the member's tatus (rank). For example, probationary firefighters may ot receive fire pay until they are full members. Officers nay be paid more per call than regular firefighters.		Lieutena	nt	7	
			Firefight	er	6	
			Probatio	nary Firefighter	0	
	ained Firefighters/EMTs a higher p pond on the ambulance, enter the		Honarary	y Member	2	
Ambulance Pay in			Junior Fi	refighter	0	
	does a great job in keeping track o tering the Pay Rate only enter num		EMT		15	
Do not enter symb	ols such as the \$ sign.					
Mileage Rate: 0	Set Ambulance Pay:	15	U	pdate Current Mem	bership	

The **Ranks** tab is where you enter the various ranks of your department. We call it**Member Status Options**. We pre-populated this tab with some common fire department ranks. You can edit these or delete any that do not apply to your department.

To the right of each **Member Status Options**, you will see a **Pay Rate** box. Some departments pay their members a small stipend per call. RNR does a great job keeping track of this Fire Pay and can create detailed reports with just a few clicks of the mouse.

If your department has such a system, enter the dollar amount in whole numbers in these boxes. Don't enter any symbols or punctuation.

If those rates go up or down in the future, you can update the entire membership record by clicking on the **Update Current Membership** button.

The IRS allows firefighters to deduct their mileage traveling to and from the fire house. You can put the current allowable rate in the displayed box. When you enter your membership information later, you will be asked to enter the distance from a member's house to the firehouse. RNR will then be able to calculate and print reports showing each member's mileage during a specific range of dates.

Some fire departments will set a per-call pay for EMS calls that is different from the regular fire pay. You can set that per-call pay in the Set Ambulance Pay box. Runs and Rosters has settings in the Call Roster window that allows you to switch from regular fire pay to ambulance pay.

**Apparatus Tab:** 

Engine 1 Engine 2						
Engine 3 Truck 1 Squad 1 EMS1 Car 1 Boat	en wi ap Lis an Tr	ter up 15 pieces of hich apparatus resp paratus. sting apparatus hel d other functions v	apparatus. The bond to calls, wi ps track truck c within Runs and	ese are used hich firefight hecks, equip Rosters.	and Rosters allows yo in the application to tr ters were operating the pment books, mainten the top of the Truck C	ance,

The **Apparatus Tab** is very straight forward. Just enter the list of your current apparatus. You can enter up to 15 apparatus names. When complete, click the **Next** button or the **Calls Received By** tab.

#### Calls Received By Tab:

Basic Informatio	n Ranks Apparatus Calls Received By	Training Defauts	Medical Certs Image Wea	ather Outgoing Email Styles
			911 Dispatch	
	How does your Fire Department rece		Police Department	
	these values here. We included 8 diff you receive emergency calls.	lerent ways	CT State Police	
	This information is used in the run fo		Alarm Company	
	how calls came into to your dispatch	center.	Local Number	
			Passerby	

The **Calls Received By Tab** is also straight forward. Just enter how your department receives emergency calls. 911, Dispatch, State Police are just a few examples. You can enter up to 8 categories.

This information will appear on the Run Forms you generate in RNR. When complete, click the **Next** button or the **Training Defaults** tab.

#### **Training Defaults Tab:**

Basic Informatio	n Ranks Apparatus Calls Received By	Training Defauts	Medical Certs	Image Weat	ther Outgoing Er	mail Styles	
			Fire Fighter I				
c	tuns and Roster has the ability to track the f vertifications and training of your members he Members section of the software.		Fire Fighter II Pumping Appara	tus Driver/Oper	ator		
			Aerial Apparatus	Driver/Operato	r		
	inter the various fire certifications your lepartment supports.		Fire And Emergency Services Instructor				
			Fire Officer Level	11			
			Fire Officer Level				
			Hazardous Mater	rials Technician			

The **Training Defaults Tab** is also straight forward. Just enter what certifications are required or offered by the department. This information can be displayed and assigned to members under the Membership window. We already entered some default values that you can change to suit your department. When complete, click the **Next** button or the **Medical Certs** tab.

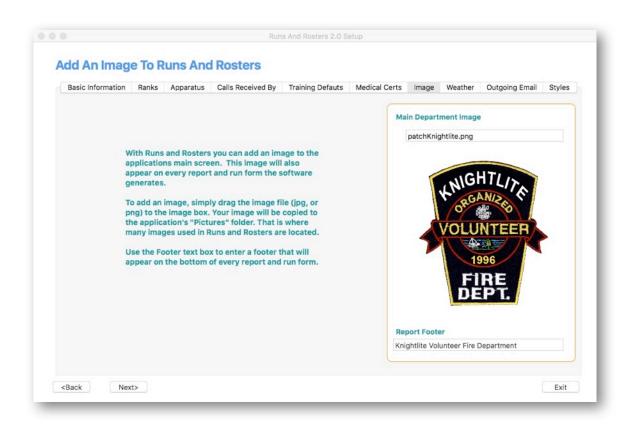
#### **Medical Certs Tab:**

Runs and Roster has the ability to track the medical certifications of your EMRs, EMTs, and Paramedics. The application can alert when member's will need to rectify. In the spaces provided add the types of medical	EN Ad	MR MT dvanced EMT aramedic		
---	----------	-------------------------------------	--	--

Runs and Rosters can track the medical certifications of your EMRs, EMTs, Advanced EMTs and Paramedics. The application can alert when members will need to recertify.

In the spaces provided add the types of medical certifications your department supports. When complete, click the **Next** button or the **Image** tab.

#### Adding Image To Runs And Rosters:



The **Image Tab** is where you add a logo, seal or other image that represents your department. By default, we have provided the Knightlite Fire Department patch. The logo image will appear on every report and document produced by Runs and Rosters.

To enter your own, simply drag a JPG file over and drop it right on our patch. Your image will replace our patch image. A copy of your image will also be saved to the **Pictures** folder in Runs and Rosters.

In addition to each Runs and Rosters document displaying your logo, each report will also include a Footer at the bottom of each page printed.

Replaced our default "Knightlite Volunteer Fire Department" text with something appropriate for your department.

Click on the Next button or Weather Tab to move on.

## Adding Local Weather To Runs And Rosters:

Dasic	Information	Ranks	Apparatus	Calls Received By	Training Defauts	Medical Certs	Image	Weather	Outgoing Email	Style
	Weather	: Snow		on February 12, 10:1	3 AM EST	Curr	ent We	eather Co	onditions	
			F (-5.2 C) E at 2.7 MPH	Gusting to 4.9 MPH		City			State	
		II: 23 F (-5 : 0.9 Miles				Middlebu	iry		CT	
	Pressure						F	Reload Weath	ner	
	Feels Lik	nt: 5 F (-15 ke: 23 F (-5 ation Today		m)			Weather	r Off Weat Weather On R	her On Run Form	
							Look	Up Weat	her	
						City			State	
						Enter Ci	ity		Enter State	
								Reload Wea	ather	

Runs and Rosters can connect with the *Weather Underground* servers to display the current weather. This is automatically generated when you create a run form. The idea is to create your run form with this app immediately following the call so that the current weather conditions can be captured.

The weather conditions are based on the City and State you entered when you set up your department.

You can turn off weather by using the segmented button. If you want the weather to print on your run form, check the **Print Weather On Run Form** checkbox.

As a bonus, if you would like to look up the weather at a different location, just enter the City and State. and click on the **Reload Weather** button.

Click the Next button or the Outgoing Mail button to move on.

## **Adding Outgoing Email Settings:**

Basic Information         Ranks         Apparatus         Calls Received By         Training D           Runs and Rosters has the ability to broadcast email and text messages to your members. You need to enter some information about your email server before this can be used. Consult with your Internet provider for the proper settings.         The Runs and Rosters User Guide has some valuable information for configuring your email server.	efauts       Medical Certs       Image       Weather       Outgoing Email       Styles         Enter Your Outgoing Email Information         Email Server:       smtp-pulse.com
---	---

Runs and Rosters allows you to easily broadcast email and text messages to all your members. Since many Internet service providers frown on sending bulk emails, it may be advisable to use a commercial bulk email service. Many are free. At the time of this writing, we were testing Runs and Rosters email with the services provided by SendPulse.com. They allow you to have up to 2500 subscribers and send up to 15,000 emails per month for free.

Once you sign up, they will provide you with the following.

- 1) The Email Server address.
- 2) A Login which will be an email address.
- 3) A Password.
- 4) Port Number.

Simply enter these values in Runs and Rosters, and you will be ready to go. You can then test the connection by entering an email address and clicking on the Send TestMessage button.

Once you receive back your test email message you are ready to broadcast emails to your members. Text messages can also be sent using the proper text message format you establish when entering Members Information.

One last step. Choose the GUI style.

#### **Changing Look And Feel Of Runs And Rosters:**

Basic Information	Ranks Apparatus	Calls Received By	Training Defauts	Medical Certs	Image	Weather Out	going Email
Styl	e						
v	/hite/Blue			Burn And Born Officer in Charge Incident Type	ters Westion 2.0	ent Series Codes	Record Court 1820
	leige lack/White liue liue Sail liue/Charcoal liue/Charcoal liue/Green ririck And Mortar charcoal charcoal/Orange charcoal/Ora		And the set of the set	Alex Corage Units     Alex Corage Units     Alex Alexand	Kry Holder's Norte	C Engine 6 Engine 6 Truck 1 Engine 1 Stood 1 F0312 F0315 Sound 2	encourse () Second () Angle () Negle ()
Mavimize Wil	ndows On Opening:	Maximize Defa	ult Size Mai	n Window Graphic	es Mode	Graphic	Text

The last step in the setup of Runs and Rosters is to choose a user interface style. We created 16 different background combinations you can choose from. Click on a style in the list box, and a preview will be displayed on the screen.

If you want to display the various windows of the app in full-screen, click on the Maximize button. The default value is Default Size.

If you want the **Main Navigation Window** to have a more graphical appearance and to navigate using tabs, click on the **Graphic** button If you want to see all the options in one single view, click on the **Text** button.

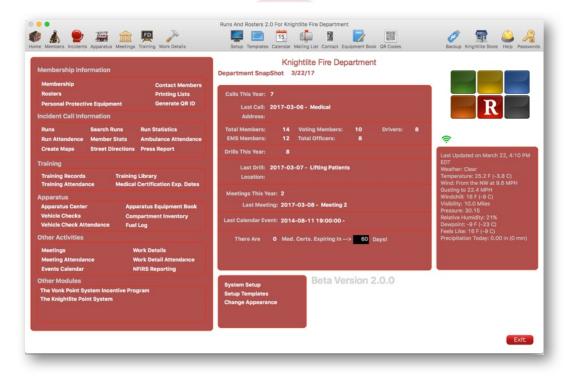


Graphic

Text

## Main Navigation Window





If you choose the default Text View from the Main Navigation Window, you will see a snapshot of your entire Runs and Rosters system all on one single page. Let's go through each element.

#### Tool Bar

0 0	•					Runs And	Rosters 2.	0 For Kni	ghtlite Fire I	Departm	ient					
	Å	9	0	FD	P	Ę		15					Ø	T		2
					Work Details	Setup	Templates	Calendar	Mailing List	Contact	Equipment Book	QR Codes	Backup	Knightlite Store	Help	Passwords

If you choose the default **Text View** from the **Main Navigation Window**, you will see a snapshot of your entire Runs and Rosters system all on one single page. Let's go through each element.



Home - This is a quick link to the department's website home page.



Members - Displays main Membership database window.



Incidents - Displays department's Runs database window.



Trucks - Displays department's Truck Check database window.



Meetings - Displays department's Meetings database window.



Training - Displays department's Training and Drill database window.



Work Details - Displays department's Work Detail database window.



Setup - Displays Incident Templates Setup window.



Templates - Displays Incident Template Setup window.



Calendar - Displays Events Calendar



Mailing List - Displays department's contact lists and mailing lists.



Contact - Displays Email Members window. Send email and text messages to members.



Equipment Book - Displays Equipment Book database window



QR Codes - Displays QR Code Members Badge Generating window.



Backup - Displays System Backup window to back up entire Runs and Rosters system.



Knightlite Store - Displays Knightlite Internet Store in browser.



Help - Link to Knightlite's Runs and Rosters Help website.



Passwords - Displays Runs and Rosters Universal Password window.

These Toolbar buttons offer a quick way to move to the major windows and databases in Runs and Rosters.

Lets move to each feature and window in Runs And Rosters.

#### **Department Snapshot**

Calls This Year: 18 Last Call: 2017-03-26 - Fire Alarm Address: 15212 Joy Rd	R
Total Members:         14         Voting Members:         10         Drivers           EMS Members:         12         Total Officers:         8	: 8
Drills This Year: 10 Last Drill: 2017-03-31 - Hoisting Tools And Equipment Location:	Last Updated on April 14, 10:50 AM EDT Weather: Clear Temperature: 58.1 F (14.5 C) Wind: From the ESE at 3.4 MPH
Meetings This Year: 3 Last Meeting: 2017-04-13 - Third Meeting	Gusting to 4.9 MPH Windchill: NA Visibility: 10.0 Miles Pressure: 30.42
Last Calendar Event: 2017-04-22 18:00:00 - Pot Luck Dinner	Relative Humidity: 24% Dewpoint: 22 F (-6 C) Feels Like: 58.1 F (14.5 C) Precipitation Today: 0.00 in (0 mm)

In the center of the **Main Navigation** window, you can see what we call the **Department SnapShot**. This shows you a brief summary of what is currently going on in your department.

Starting at the top of the window.

1) **Calls Per Year** - Lists the number of incidents your department has responded to during the current calendar year.

2) Your Total Members, Voting Members, Drivers, EMS Members, and Officers.

- 3) The number of **Drills** that you have conducted so far this year.
- 4) The date, title, and location of your last drill.
- 5) The number of **Meetings** that were held during the present calendar year.
- 6) The date and title of the last meeting.
- 7) The last **Calendar Event** added to your calendar.
- 8) The number of EMS personnel whose certification dates will be expiring within 60 days.

To the left, you will see the current weather conditions for as reported by the *Weather Underground* website for the closest weather station to you.

The green **Wifi** icon shows that your system is connected to the Internet. A red **Wifi** icon indicates that your are not connected to the Internet, and many of the functions for Runs and Rosters will not work correctly.

## **Membership Window**



Record #: 1     Outsk Search		0 Members Database	1 Record Count: 13
zip/pc: 06762 Home Phone: 203 555-1 Email: hatcher@knightlitefire.com Cell Text: 2035551212@vtext.com	e/Prov: CT Citer	Chiver Intercap Oate Of LC In House Training Events SCBA Blockborne Pathooens	Fire Pay Rate/Call lighter 0 Officer Voter 2 Med. Cert: Medical Certifications - License # Paramedic 5368252 Exp. Date: 9/16/17 124 CPR Exp. Date: 10/19/17
Spouse: Joni	ntact: Uni Hatcher Critical Info: Inding Date: 2017-05-14 Calls Drills Meetings Work Deta 13 1 2 0		158 See Chart Certification Date
Notes:		HAZMAT OPPS Pumping Apparatus Driver/Operator	
First < Back Next > Last	New Update Delete	Reset Email Search Print Print	Malling List Equipment Exit

Before you can use the software, you have to enter information about your members. This is probably the most tedious part of the setup process. If you have a lot of members, it just takes a lot of time to complete. When you open the window, don't be intimidated by all the fields. You don't have to fill them all in, but you do need to enter information on some of the more critical fields. Lets break down this window into sections.

#### **Navigation Controls**



The **Navigation** controls along the bottom of the window serves a variety of purposes. Lets break them down.

First - Moves to the first record in the database of members.

< Back - Moves to the previous record.

**Next > -** Moves to the next record.

Last - Moves to the last record.

**New -** Create a new member record.

Save - Saves the new member record (Hidden in photo. Record already saved.)

**Delete -** Deletes currently displayed record.

Reset - Resets database to normal viewing setting.

Email - Allows you to send a quick email or text message to the member.

**Search** - Open a search window where you can search for members in a variety of ways. **Print** - Prints the member record to a printer.

**Print Mailing List** - A shortcut to printing address labels for addressing envelopes to members. **Equipment** - Open a window where you can record the gear inventory for that member. **Exit** - Exits the window back to the **Main Navigation** window.



The first section contains general information about your member. As a minimum, fill in the following fields:

Name, Address, Phone Numbers, and Email/Text Messages Addresses. By default, the City, State, and Zip/Postal Codes are filled in for you. If you want to utilize Runs and Rosters messaging system also enter the text message address for the member based on the carrier. Here are some examples.

Verizon: <u>1234567890@vtext.com</u>

Sprint: <u>1234567890@messaging.sprintpcs.com</u>

ATT: <u>1234567890@txt.att.net</u>

T-Mobile: 1234567890@tmomail.net

#### **Other Important Fields:**

Add a picture. Click the Add button and you will see a blank placeholder appear. Drag a JPG picture of your member to the placeholder and it will be copied to the **Personnel folder** and recorded in the database.

**Miles From FD.** Enter how many miles the member lives from the fire house. Runs and Rosters uses this information to calculate mileage. You can print mileage reports so firefighters can deduct the milage from their taxes.

**Member Since.** This field would also be filled in. Runs and Rosters uses this information in the **Vonk Point System.** It also can be displayed in a **Years Of Service Report** (more on that later).

The rest of the information in this section is really optional.



To the right of where you entered the member's name and address, there is a box where you can assign the member a **Roster Name** and **Firefighter Status**. The **Roster Name Id** is probably the most used element in Runs and Rosters. It is what identifies the member from all the other members. It will appear on all reports, rosters, run forms and other reports generated by the application.

Since many reports and rosters list members in alphabetic order, you should start with the member's last name first, and follow it with either a coma and their first name initial or their full first name. Obviously, all **Roster Names should be unique**, so members with the first and last name do not share the same Roster Name.

Once you assign the name to the member, it should not be changed. It can be changed in situations such as when a member gets married, and their last name changes. This entails changing ever single record in the database for that member. You can change the name by clicking on the **Change** button. Again, we recommend picking a name and sticking to it.

When you click on the **Current Status**, you will see a drop-down box with the various ranks that you assigned during the setup process. Pick the rank or status that is appropriate for the firefighter.

You will also see the **Fire Pay Rate/Call** number change as well. If your department pays a set amount for each call a member responds to, that also will be displayed here. The values for each rank were assigned during the setup process.

The last part is assigning certain attributes to the member. This is used by Runs and Rosters in various parts of the app. **See below.** 

Roster - Member will appear on every roster the department generates.

**Full Member** - The member has full membership in the department. This is marked on the run form so that fire pay and the Vonk Point System Incentive Pay can be put in effect the day the member is sworn in.

**Run Form** - The member appears on department run forms. Some members may be veteran members and not attend fire calls anymore. You still want them on the membership roster, but not on the run forms.

**Officer** - The member is an officer. The member's name will be listed on the Officer Run-form drop down box.

Voter - The member as the right to vote in department elections or meetings

Medical Cert. - The member has a medical certification.

**Driver** - The member is certified to drive fire department apparatus. Enter Driver's License Expiration Date.



This next section is totally customizable for your department. For example, we assigned this section to show in-house training events like OSHA training. If you **right-click** over any of the headings, a text box will appear, and you can **type in anything you want to assign as the heading** and the six check box fields. After you finish typing just tap the **Enter/Return** key and the information will be saved. The information here will be displayed on the member's report.

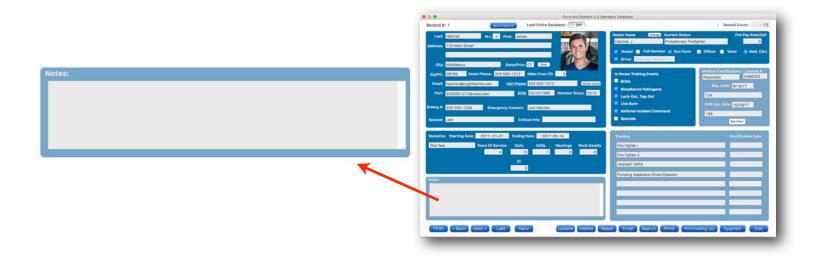
Runs And Rosters 2.0 M		
Record #: 1 OUX Search Losd Entire Database: Off Lest Hatcher M.L. Pret Lanes Address 123 Main Street Chp. Modebury SteMuPher: CT Exc	1 Record Count     13 Record Count     14 Record Count     12	Medical Certifications - License #EMT5366252
Unit         Distance         Distance <thdistance< th="">         Distance         <thd< th=""><th>In House Training Events 5 CA 2 Isochore Puthopens 4 Lesk-Out, Tap-Out 2 National Incident Continued 5 Report 10 10 Report</th><th>Exp. Date: 7/19/17</th></thd<></thdistance<>	In House Training Events 5 CA 2 Isochore Puthopens 4 Lesk-Out, Tap-Out 2 National Incident Continued 5 Report 10 10 Report	Exp. Date: 7/19/17
Statistics Starting Date: 2017-05-14 Statistics Starting Date: 2017-05-14 This Year: Very Of Service Calls Data Meetings Work Details 4 33 3 2 0 10 10 10 10 10 10 10 10 10 1	Trailing Certification bute File Fighter 1  Fi	CPR Exp. Date:
True (Bac Here) Late New Opane Delete F	eec Tmail Search Print PrintManglais (Spanes Cos	See Chart

This section displays any **Medical Certifications** the firefighter may have. The drop down box allows you to choose the certification. You can also enter a license number and the date the certification will expire. Runs and Rosters can print out reports showing the medical certification expiration dates so you can always be alerted when these certifications will expire. The total number of nearly expired medical certifications are also displayed on the Main Information window.

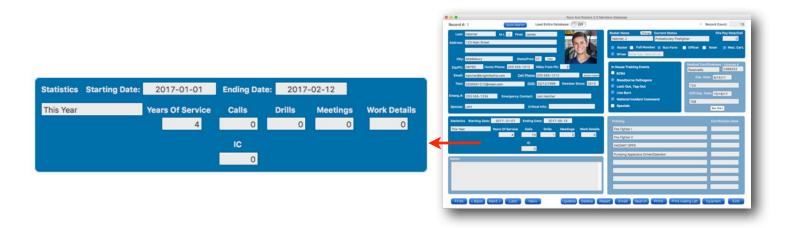
You can also do the same thing for members CPR Certifications.

	Runs And Rosters 2.0 Mer	sbers Database		
Record #: 1 Quick Search	Load Entire Database: Off	1 Rec	ord Count: 13	
Last: Hatcher M.I. J First: Address: 123 Main Street	James	Roster Name Charge Current Status Hatcher, J Probationary Firefighter	oter @ Med. Cert.	Certification I
	M/Prov. CT Chu	S Driver Enter Exp. Date Of Lic	Fire Fighter	I and a second sec
	Phone: 203 655-1212 Junes-Hatch	In House Training Events Paramedic	Sold252 Fire Fighter	II
Text: 2035551212@vtext.com	DOB: 02/12/1995 Member Since: 2013	Lock-Out, Tag-Out     124     Live Burn     CPR Exp. Date     National incident Command     158	HAZMAT OF	PPS
Spouse: Jani	Critical Info:	E Reachaile	See Chart Pumping Ap	oparatus Driver/Operator
Statistics Starting Date: 2017-01-01	Ending Date: 2017-05-14	Training	Certification Date	
This Year Years Of Service	Calls Drills Meetings Work Details	Fire Fighter 1		
	10	Fire Fighter II HAZMAT OPPS		
	0			
Notes:		Pumping Apparatus Driver/Operator		
	New Update Delete Re	et Email Search Print Print Mailing List Equ		
First < Back Next > Last	Opdate Delete Re	arc Linas Search Print Print Maling List Los	print Luc	

This section lets you record any additional training the member has accomplished. This information was also previously entered during the setup process. Just choose the certification from the drop down box.



The last field is the **Notes** field. This allows you to enter any additional notes regarding the member.



The **Membership** window has some powerful features that allow you to see a snapshot of the performance of your members in one area. By default, it generates statistics in **Year-To-Date** format. You can change the date range, by clicking on the drop-down box or choose a custom date by clicking on the **Starting and Ending Date** boxes. A built-in calendar will pop up. Select the dates you want in the range and the app will create a report for those chosen dates.

Once the dates are chosen, this is what is displayed:

Years Of Service Of The Member.

**Total Number of Calls** 

**Total Number of Drills.** 

**Total Number of Meetings.** 

Total Number of Work Details.

Total Number of Times the Firefighter Acted as IC at a call.

**Note:** Since we are just setting up this fire department no statistics are available for this member.

	То	Calls	Drills	Meetings	Work Details	Extra 1	Extra 2
2017-01-01 2017-	02-13	0	0	0	0		
Roster: Hatcher, J		Phon	e: 203 555-1212		Email: sak	es@knightlite.cc	m
Address: 123 Main Street			e: 203 555-1212		ext Message: 203		xt.com
City: Middlebury			B: 02/12/1995 203 555-1234	N	Contact: Jor		
State: CT Zip/Postal:	06762		se: Joni		Critical Info:	il Hatcher	
Listed In Following Dire	ectories:						
Roster: True Run Form	True	Officer: False	Driver/Operator:	True	Voter: True	Medical Certif	ication: True
In House Training Even	ts				Medical Cert	ification Expira	tion Dates
No SCBA						ication: EMT	
Yes Bloodborne Path	ogens					m Date: 9/15/17	,
Yes Lock-Out, Tag-C	lut				Days To Exp	piration: 248	
Yes Live Burn					c	PR Certificatio	n
Yes National Inciden	t Command				Expiratio	n Date: 10/19/	17
No Specials					Days To Expi	iration: 248	
Training							
Certification		Certification Date	•	Ce	rtification	Certifica	ation Date
Fire Fighter I							
Fire Fighter II							
HAZMAT OPPS Pumping Apparatus Driver/0	Derator						
Pumping Appendius Drivery	Appenditor						
tes:							

## Setup Call Templates



•	Runs And Ros	ters Incident Template Cre	ator		
Active Incident Types	Тетр	late Name	Template #		
		Template 8	8		
chimney Fire					
ire Alarm	Motor Vehicle	Collision			
azMat Incident	Registration	State Year Make	Model	Hazards	
edical					
isc. Fire isc. Rescue					
otor Vehicle Collision	Vin		Equipment Used		
otor Vehicle Fire					
otor Vehicle Rescue utual Aid	Type Of Fluid L	eaking # Patients	# Vehicles Wea	ather	
utual Ald ublic Service Call	Type of Fluid L	eaking # Patients	# venicles we	ather	
earch And Rescue			Vehicle Town		
Structure Fire	Speedy-Dr	✓ Help			
fildland Fire					
	Enter Incident Ty	pe Name Motor Vehicl	e Collision		
		(	(		
		New	Delete	Cancel	
	Template Library	Incident Type Title -	Right-Click To Chang	e	3
	Template 1	Construction Trees		# Stories Untitled	Untitled
	Template 2	Construction Type	Structure Type	# Stories Untitled	Untitled
	Template 3 Template 4				
	Template 5	Untitled	Untitled		Untitled
	Template 6				
	Template 7	Untitled	Untitled		Untitled
	Template 8 Template 9	ontricu	onnica		onniced
	Template 10				
					Exit

Runs and Rosters gives fire departments a way to customize the various call types their department responds to. By default, we include some standard call types. Such as **Motor Vehicle Fire**, **Wildland Fire**, and **Structure Fire**. We not only give you the opportunity to edit these call types but also to create your own.

To edit an existing call type, click on the title in the list box under **Active Incident Types**. The template will appear in the upper right corner of the window. If you **right-click** on any of the field captions, a text box will appear. You can overwrite what is in that text box. When you are finished editing, simply tap on the **Enter/Return** key on your keyboard. The changes will be saved.

If you want to create a new custom incident type you can accomplish this very easily. Runs and Rosters comes with a **Template Library** of 10 different layouts.

First click on the **New** button, then select a **Template Style** from the **Template Library.** Next enter the template Incident Type Name in the text box provided and finally click on the **Save** button.

You will see that the new **Incident Type** is added to the list of **Active Incident Types**. To edit the new incident type, first click on its title in the list of **Active Incident Types**. The new incident type will appear. **Right-click** with your mouse on the field headings, replace the default text with your text and tap your Enter/Return button on your keyboard.

**IMPORTANT NOTE:** Once you have created an Incident Type, and start recording calls, it is best to leave that template alone. You can delete the incident template, but it will not delete the calls associated with the Incident Type. Therefore those calls will not be displayed correctly. It is best to create a new incident type even if it is only slightly different from the one you are replacing. The best advice is to create your templates and then stick to the fields you have chosen.

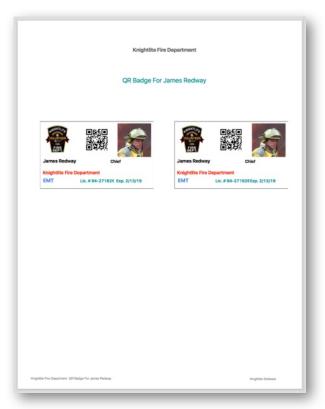




Full Roster O Run Form	Test QR Code QR	Count: 12	Redway, J
Officers Drivers		Roster Baker, W	reaway, o
Med. Cert. Voter		Chapman, W Daniels, J	
Chief		Harper, P Harris, C	
Deputy Chief		Hatcher, J Powell, L Redway, J	
Assistant Chief		Thomas, C Williams, J	VOLUNTEER AND
Captain		York, D Zavala, F	
Lieutenant			
Firefighter			James Redway Chief
Probationary Firefighter			Knightlite Fire Department
Honarary Member			<b>EMT</b> Lic. # 94-271626 Exp. 2/13/19
Junior Firefighter			Make QR Code
O EMT			
0			
0			

You can make custom **ID Cards** for your members that make recording member attendance at fire calls easier by using **QR Barcode** readers that will record directly into Runs and Rosters.

When creating the ID, simply click on the firefighter's name from the list, and the ID complete with QR code will immediately be generated.



You can print out the badge. Two badges are printed out on one page. The size of the badge is the same size as a business card.

Use a laminating machine to protect the badge from moisture. If you don't have a laminating machine, you can get self-stick pouches on *Amazon.com*.

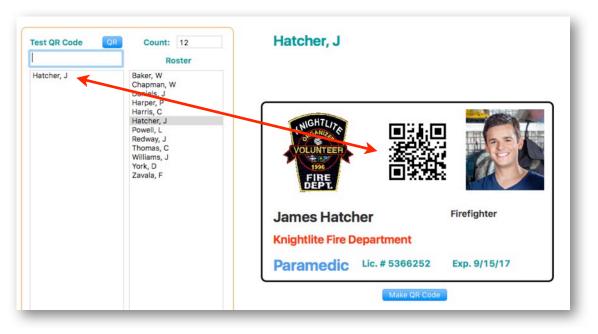


You can make **custom ID cards** for your members that make recording member attendance at fire calls, meetings, training drills, and work details easier by using **QR barcode readers** that will record directly into Runs and Rosters.

You don't have to go out and buy an expensive barcode scanner. If you have an iPhone or Android phone, you can download an inexpensive app that lets you scan directly into Runs and Rosters. We have tested an app called *CLZ Barry* on both MacOS and Windows 10 machines, and it works great. Currently, the price is **\$9.99** which is a great deal when you consider normal barcode scanners.

What is great about this app is that you can take the iPhone on to the Apparatus Floor after a call and scan all the responding firefighter's tags. It automatically captures the barcode and does not allow duplicates.





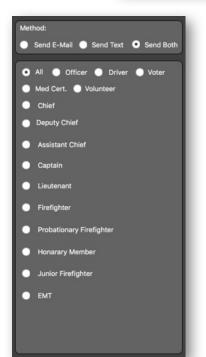
To test the QR barcode scanner place your cursor in the text box under the label **Test QR Code**, then scan the QR code generated by Runs and Rosters. The name of the firefighter will appear in the list box on the left.

Once you have the scanner properly hooked up, you can now scan in members names for Calls, Meetings, Drills, and Work Details. This greatly eliminates the human error element of recording attendance and improves accuracy. It takes the heat off officers who sometimes are accused of not marking someone down for a call or drill.

#### **Communicating With Members**



Method:	Roster Name: Cha	pman, W	Destination:	chpman@	knightlitefire.com	Count:	24
Send E-Mail      Send Text     Send Both     All     Officer     Driver     Voter     Med Cert.     Volunteer     Chief     Captain     Lieutenant     Firefighter     Probationary Firefighter     Honarary Member     Junior Firefighter     EMT	Boster Name Baker, W Chapman, W Dourielle, J Dourielle, J Dourielle, J Dourielle, C Hatcher, J Hatcher, J Powell, L Powell, L Powell, L Beidwy, J Thomas, C Williams, J York, D Zavelle, F	Address Daker@knightlite chipman@knight /2016/82/37/94/ fardighte@comb /fardighte@comb /charles@email.c /charles@email.c /charles@knightlite 2035/55/12/2/ james@knightlite /curtis@knightlite	itefer.com effre.com here.com here.com m fiest.com dest.com vfest.com effre.com effre.com effre.com re.com		All Message Subject: Special Meeting Tonight 18:00 Salutation: Greetings First Name Prist And Las Message Body: ATTN ai members. There will be a special meet discuss this year's fundrailing pionic. All memb attend. Per order of Chief Baker	ing tonight at 1800 hours to	
Socket: smtp-pulse.com Port:	465 Return Address	yourlogin@yourd	lomain.com		Ву	tes Sent	
Username: yourlogin@yourdomain.com Pas	sword:	•••	Authenticat		Send To Selected Send List	Reset Exi	



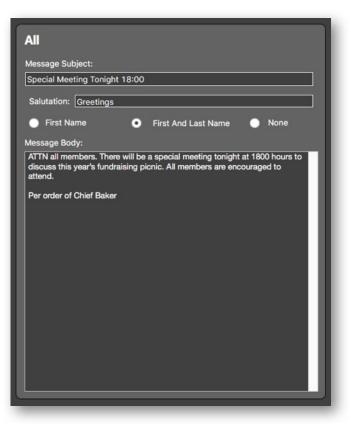
It's easy to communicate with members through Texting and
Email. When you initially setup your members in the
application you can enter both a regular email address and a
text messaging address. These addresses can then be used in
the various functions of Runs and Rosters.

You can send just emails, just text messages or both by clicking the appropriate option button. You can also target your emails to specific groups. If you want to inform your officers of an upcoming meeting, just click the "**Officer**" option button. If you want to notify your probationary firefighters of an upcoming drill, click the **Probationary Firefighter** option button.

Roster Name:	Chapman, W	Destination:	chpmar
Roster Name	Address		
Baker, W	baker@knightlitef	ire.com	
Chapman, W	chpman@knightli	tefire.com	
Daniels, J	jessie@knightlitef	ire.com	
Daniels, J	2036952979@vt	ext.com	
Harper, P	firefighter@nowh	ere.com	
Harper, P	2031112233@vt	ext.com	
Harris, C	charles@email.co	m	
Hatcher, J	hatcher@knightlit	efire.com	
Hatcher, J	2035551212@vt	ext.com	
Powell, L	heremail@somew	here.com	
Powell, L	2035551212@vt	ext.com	
Redway, J	james@knightlitef	fire.com	
Thomas, C	curtis@knightlitef	ire.com	
Williams, J	Jas@knightlitefire	.com	
York, D	dan@knightlitefire	e.com	
Zavala, F	frank@knightlitefi	re.com	



You can send email and text messages to a single member or the entire department. To send a message to a single member, highlight their name in the list box and then click the **Send To Selected** button.



You then compose your email in three sections.

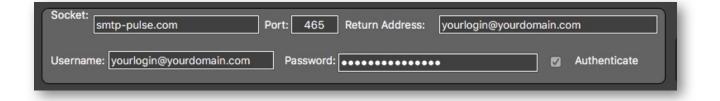
1) Place the subject of your email in the **Message Subject** box.

**2) Enter your salutation in the Salutation** box. For instance, Dear, Greetings, Attention, etc...

There are three options to personalize your message. Hit the **First Name** option button if you want the message to read, "Greetings William. Click the **First And Last Name** if you want the salutation to read, "Greetings William Chapman." Click **None** and your message will simply read "Greetings."

3) Type your message in the **Message Body** box.

To send the message to all members on the list, simply click the **Send List** button and your message will be instantly sent.



The settings box above is just to remind you of the settings you used to set up the email and text messaging. You cannot edit the settings from this box. Any changes that you want to make to your email settings must be set up in the **Setup** system.

It is important to use an external service that allows you to send emails from their servers instead of yours. The one we used to set up our Runs and Rosters email system is through a company called **SendPulse**. <u>http://sendpulse.com</u>. This is a free service that should be able to handle the monthly emails of most departments, but you can purchase a plan with more email capabilities if you need more emails sent. The paid service has a reasonable monthly charge.

## **Printing Rosters**



		Create Rosters		
	Department Roster			Count: 12
• Full Roster C Run Form				
Officers Drivers	Baker, W			
O Med. Cert. O Voter	🗆 Chapman, W 🗆 Daniels, J			
Chief	<ul> <li>Harper, P</li> <li>Harris, C</li> </ul>			
O Deputy Chief	Hatcher, J			
Assistant Chief	<ul> <li>Powell, L</li> <li>Redway, J</li> </ul>			
Captain	<ul> <li>Thomas, C</li> <li>Williams, J</li> </ul>			
O Lieutenant	🗆 York, D			
<ul> <li>Firefighter</li> </ul>	🗆 Zavala, F			
O Probationary Firefighter				
Honarary Member				
Junior Firefighter				
O EMT				
0				
0				
			Print Mailing List	Print Roster Exit

It's easy to quickly create check list rosters of members. Click on the **Rosters** button on the **Main Navigation** window, and this window opens up.

Just select the roster you would like to print by clicking on the appropriate option button and click the **Print Roster** button.



The result is a simple roster with checkboxes in front of each name.

If you want to print mailing labels to your selected list, click the **Print Mailing Labels** button and you will generate address labels for your targeted list. The mailing labels print on standard **Avery** mailing address labels.

### Printing Out Member Lists



	Full Rost	er									Count 1
Full Roster      Run Form	Last Name	First Name	Street	City	State	Zip	Phone	Status	Med.	Since	YRS
Pui Roster Run Porm	Baker	William	2009 Tucke	Middlebury	CT	06762		Chief	EMT	1985	32
	Chapman	Walter	1789 Whee	Middlebury	CT	06762	203-555-1	Captain	EMT	2008	9
Officers Orivers	Daniels	Jessie	120 South	Middlebury	CT	06762	203 555-1	Lieutenant	EMT	2000	17
120.0	Harper	Pam	1620 North	Middlebury	CT	06762		Firefighter	EMT	2010	7
	Harris	Charles	1292 Curtis	Middlebury	CT	06762	203-555-1	Captain	EMT	2002	15
Med. Cert. Voters	Hatcher	James	123 Main St		CT	06762	203 555-1	Firefighter	Paramedic	2013	4
	Powell	Liza	1670 Strait		CT	06762	203 555-1		A-EMT	2005	12
	Redway	James	93 Porter Hill	Middlebury	CT	06762	800 707-9	Deputy Chief	EMT	1988	29
Chief	Thomas	Curtis	1787 Maple	Middlebury	CT	06762	203-555-1		A-EMT	1998	19
	Williams	Jason	15672 Cent	Middlebury	CT	06762	203 555-1	Firefighter	EMT	2010	7
O Deputy Chief	York	Daniel	87654 Ston		CT	06762	203 555-1		EMT	1995	22
Deputy chief	Zavala	Franco	7652 Crest		CT	06762	203-555-1	Lieutenant		1995	22
Assistant Chief											
Captain											
Lieutenant		-	-			-					
O Firefighter		-	-								
Probationary Firefighter											
Honarary Member											
Junior Firefighter											
0.545	-										
○ EMT											
	Print Pho	ne List Pri	int Email/Text Lis	t Print A	ddress List	Print Phon	e/ Address List	Print Add	ress Labels	Print Yes	ars Of Service List
											Exit

You can print a variety of different member lists that may come in handy. Click on **Printing Lists** off the main control window, and the window shown above will open. Like printing Rosters, you can select the target group you want to create a list from.

Let's say you want to have a list of all your officer's phone numbers. Select the **Officers** option button and then click **Print Phone List**.

	Knightlite Fire I	Department Phone List		
Roster Name:		Home Phone Number:	Cell Phone Number:	
Baker, W			203-555-1212	
Chapman, W		203-555-1212	203-555-1212	
Daniels, J		203 555-1212		
Harris, C		203-555-1247	203-555-1212	
Redway, J		800 707-9875		
Thomas, C		203-555-1212	203-555-1212	
York, D		203 555-1212	203 555-1212	
Zavala, F		203-555-1212	203-555-1212	

This results in a nice neat list of all your officer's home and cell phone numbers.

**Other Useful Lists** 

- 1) Print Email/Text Messaging Lists
- 2) Print Mailing Address Lists
- 3) Print Phone Number / Address List
- 4) Print Address Labels.
- 5) Print Years Of Service List

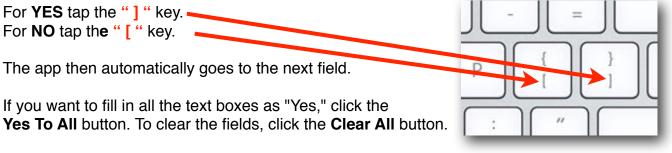
## **Keeping Track Of Members Personal Protective Equipment**

ighter Count: 12	Roster Name					
aker, W hapman, W	Baker, W				2	
Daniels, J Harper, P Harris, C					Edit All Captions	
Hatcher, J Powell, L	Issued Equipmen	t				
Redway, J Thomas, C Villiams, J	Helmet	Yes				
ork, D avala, F	Turnout Coat	Yes				
	Bunker Pants	Yes				
	Hood	Yes				
	Boots	Yes				
	SCBA Mask	No				
	Gloves	Yes				
	Pager	No				
	Portable Radio	Yes				
	Googles	No				
	Flashlight	Yes				
	Extrication Gloves	Yes				
			Right-Click On Caption	n To Change Headings		

Runs and Rosters can keep track of **36 items** of **Personal Protective Equipment** issued to members by your department. We have added some standard articles, but the app lets you completely customize each item.

To edit the items, right-click over the item label, and a text box will appear. Overwrite what is written in the box and then tap your **Enter/Return** key. The new label will automatically be saved. If you want to edit all the captions at one time, click the **Edit All Captions** button. All the caption text fields will become visible.

Boxes next to the item label can be filled in with any appropriate information such as serial numbers of the item, but you can simply quickly enter **Yes** or **No** next to each item with a simple keystroke.



When you are finished adding information, click on the **Update** button. To select another firefighter, click on the name of the firefighter in the list box

DEPT.	r: William Baker s: Chief	
Equipment		
Helmet Yes		
Turnout Coat Yes		
Bunker Pants Yes		
Hood Yes		
Boots Yes		
SCBA Mask No		
Gloves Yes		
Pager <b>No</b>		
Pager Yes		
Googles No		
Flashlight <b>Yes</b>		
Extrication Gloves Yes		
Roster: Baker, W		Phone: 203 555-1212
Address: 2009 Tucker Hill Rd		Cell Phone: 203-555-1212
City: Middlebury		Email: baker@knightlitefire.com Text Message: 2035551212@vtext.com
State: CT Zip/Postal: C	06762	Contact:

Each record can then be printed out. The **Personal Protective Equipment** record will also include some general information about the firefighter such as **name**, **address**, **phone**, **and email/text addresses**.

## **Runs And Run Forms:**



• • •		Runs And Rosters Version 2.0	)				
Call ID Case # Received By	Officer In Charge Inci	dent Type	NFIRS Incident	Series Codes		Record Cou	nt: 1
1 2017-0001 911	Redway, J CO	Alarm	Carbon monoxi	de incident - 424			
Date Day CO Alarm			'	Apparatus	E/O	Roster	Apparatus
Alarm Time Arrival Construction Typ	e Structure Type # Sto	ories Level Or Origin	Level Of Read	Engine 1	York, D	Roster Baker, W	Apparatus Truck 1
08:21 08:30 Wood Frame	Residential	2 0	Basement		Thomas, C	Chapman, W Harper, P	Truck 1 Truck 1
Response Time: 9 Make Of Detector	Model Of Detector	CO (ppm) HC (ppm)	00 (		Baker, W	Hatcher, J Redway, J Thomas, C	Engine 3 Engine 3 Engine 3
Cleared Scene In Quarters Notes	Fuel Company I		m Decet2	Squad 1		Williams, J York, D	Engine 3 Engine 1 Engine 1
09:00 09:08				Squad 2 Rescue 1		Zavala, F	Engine 1
On-Scene Time: 30							
Name NFIRS Property Use							
	dwelling, detached, manufac	tured home, mobile home not	in transit, dupl				
Address Narrative	larm sounding. Metered the ho	use and found a high of 20 r	upp in the				
	se was ventilated with smoke (						
City State							
Press Report Narra	tive 🔲 Same As Narrative						
	all. Residence was ventilated t	by FD.		# Apparatus	# Firefighters		
06762 Location				# Apparatus	9		
Basement area. Action Taken				Suspect	ed Cause		
Primary Action:	41 - Identification, analysis of	hazardous materials.					
Other Action:	42 - Hazardous materials det	ection, monitoring, sampling,	and analysis u				
	86 - Investigate. Includes inve	estigations done on arrival to	determine the				
	Other: 0 Damage Esti	mate: 📃 🔲 Fire	Marshal	Firefighter Creatir	ng Report: Redwa	V. J	
Reload Weather Deaths FD: 0	Other: 0 Prevented	I Loss:	ding Inspector				
First < Back Next > Last Next >	200	Delete	Search	NFIR	S Print	Roster	Exit

The heart of Runs and Rosters is its ability to handle all the records for your department's calls. Upon first looking at the window above it looks complicated, but when we break each element down its quite easy to create a **Run Form.** 

		_							
First	< Back Next	Last	New	Delete	Search	NFIRS	Print	Roster	Exit

The navigation buttons across the bottom of the window help you move through the app.

Here is what the buttons do:

First - Moves to the first record in the database.

Back - Move back one record.

Next - Moves to the next record.

Last - Moves to the last record.

New - Creates a new record.

**Save - Saves the newly created record** (Not pictured - is displayed when you click the **New** button.)

Delete - Deletes the currently displayed record in the database.

Search - Opens up a new window to allow you to search run forms for a variety of data. NFIRS - Creates an NFIRS cheat sheet for entering data into the NFIRS database. Print - Creates a printed version of the currently displayed run form.

Roster - Opens a new window so you can add attending personnel to the run form. Exit - Closes the run form window.

## Creating A New Run Form

Call ID	Case #	Received By	Officer In Charge	Incident Type 1	NFIRS Incident Series Codes	Record Count:	1
1	2017-0001	911	Redway, J	CO Alarm	Carbon monoxide incident - 424		

To create a new run form, click the **New** button. To enter data start at the top of the window.

**Call ID** is created by Runs and Rosters and cannot be changed. It is the **ID** number that links all your firefighters to that call.

**Case Number** - Type in your case number here. For instance - **2017 -0001**. You have to type each record in. It does not auto-generate case numbers because each department uses a different format.

**Received By** - This is a drop-down box that is populated with the data you entered during the setup process.

**Officer In Charge** - Another drop-down box that is populated by firefighters you designated when you set up your member records.

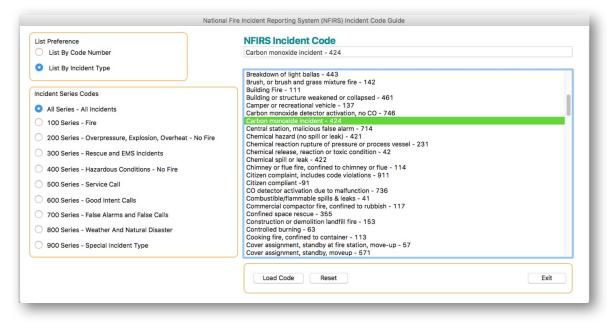
**Incident Type** - A dropdown box that is populated by the "incident types" you created when you setup your incident type templates.

**NFIRS Incident Series Codes** - Notice that the text of this label is underlined. That means its a button that you click. This will open a new window to help you pick the call's **NFIRS Incident Series Code**. Let's take a look at that below.

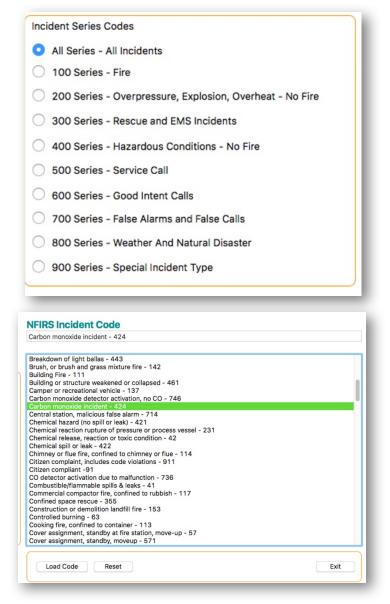
List Preference	NFIRS Incident Code	
<ul> <li>List By Code Number</li> </ul>		
List By Incident Type	11 - Structure Fire 111 - Building Fire	1
Incident Series Codes	112 - Fires in structures other than in a building 113 - Cooking fire, confined to container	
All Series - All Incidents	114 - Chimney or flue fire, confined to chimney or flue 115 - Incinerator overload or malfunction, fire confined	
100 Series - Fire	116 - Fuel burner/boiler malfunction, fire confined 117 - Commercial compactor fire, confined to rubbish	
200 Series - Overpressure, Explosion, Overheat - No Fire	118 - Trash, or rubbish fire in a structure, no flame damage 12 - Fire in mobile property used as a fixed structure	
300 Series - Rescue and EMS Incidents	121 - Fire in mobile home used as a fixed residence 122 - Fire in motor home, camper, recreational vehicle	
400 Series - Hazardous Conditions - No Fire	123 - Fire in portable building, fixed location 13 - Mobile property (vehicle) fire	
500 Series - Service Call	131 - Passenger vehicle fire 132 - Road freight or transport vehicle fire	
600 Series - Good Intent Calls	133 - Rail vehicle fire 134 - Water vehicle fire	
700 Series - False Alarms and False Calls	135 - Aircraft vehicle fire 136 - Self-propelled motor home or recreational vehicle fire	
800 Series - Weather And Natural Disaster	137 - Camper or recreational vehicle 138 - Off-road vehicle or heavy equipment fire	
900 Series - Special Incident Type	14 - Natural vegetation fire 141 - Forest, woods, or wildland fire	
	Load Code Reset	Exit

The window opens, and you see the long list of incident codes on the right side of the window. On the top left side of the window, you select how you want these incident codes displayed.

List By Code Number - Orders the incident code numbers numerically.



#### List By Incident Type - Orders the incident codes alphabetically



Since there so many codes, we made it easier to pinpoint the one you need. **NFIRS Incident Codes** are arranged by series.

In this particular run, we have a **Carbon Monoxide Incident**, so to make it easier to find the correct code, I could select the **400 Series - Hazardous Conditions.** That narrows down the codes quite a bit

Once you find the Carbon monoxide code, **double-click** on it so it appears in the text box above the list box.

Then, to add it to your run form click the **Load Code** button.

To start over, click the **Reset** button.

DateDay2017-02-19Sunday
Alarm TimeArrival08:2108:30
Response Time: 9
Cleared Scene In Quarters 09:00 09:08 On-Scene Time: 30
Name The Smith Residence
Address <u>Get Street</u> 2663521 Middlebury Rd
City State Middlebury CT
Zip/PostalPhone06762203 555-1212
Location Basement area.
Show Weather Show Map
Reload Weather

Next, you need to enter your times and location information. Again, notice that the label **Date** is underlined, which means it's a button. Click on **Date** and a small calendar will appear on the screen. Choose the date of the call you are entering. If you are creating the run form directly after you return from the call, you will notice it will have the correct date and day of the week already filled in.

Enter your times. Runs and Rosters was designed to make this process a little easier. For the Alarm Time, you don't have to type in 08:21. Just type in 0821, and the app will fill in the ": ". It will also move to the next field automatically.

So you only need to type 0821083009000908 to fill in all the information above.

#### Runs and Rosters will calculate your **Response Time** and **On-Scene Time**.

Next fill in the name and address of the location of the call. If you want to get the street name from previously loaded streets, click the **Get Street** button and select it from the list box. If you have not loaded this street in the Street Directions module, you can click **Add New Street** at the top of the list box. The City and State are already filled in as the app was prepared during the setup process. You can add additional notes if necessary under the **Location** box.

If you want to see the current weather conditions as of the time the record is created, click on the **Show Weather** button.

Click **Reload Weather** if you want to load the latest weather conditions in your area as reported by the *Weather Underground.* 

To view a map where the call was located, click on the **Show Map** button.

/ed By	Officer In Charge Redway, J	Incident Type CO Alarm	NFIRS Incide
CO Alarm			1
Construction Type Wood Frame	Structure Type Residential	# Stories Level Or Origin 2 0	Level Of Read Basement
Make Of Detector First Alert	Model Of Dete X27772	ector CO (ppm) HC (ppm)	<b>O2 (ppm)</b>
Notes	Fuel Comp	oany Notified? 🗹 Was The Ala	arm Reset?

The center part of the window is where you enter specific information about your incident. Since you selected CO Alarm from the list of **Incident Types**, this section of the window is populated with the **Incident Template** as setup earlier. To change the indent type, click on the Incident Type box and a drop down menu will appear where you can select another.

Fill in the appropriate data in the rest of the other boxes. **NOTE:** Runs and Rosters allows you to entire quite a few details about a call, but you don't have to. You can enter as much or as little information as you choose. There are very few **REQUIRED** fields in this application, so enter as much or as little as your department, or local protocols require.

NFIRS Property Use Codes
419 - 1- or 2-family dwelling, detached, manufactured home, mobile home not in transit, dupl
Narrative
Carbon monoxide alarm sounding. Metered the house and found a high of 30 ppm in the basement. The house was ventilated with smoke ejectors until reading reach 0 throughout the residence.
Press Report Narrative Same As Narrative
Carbon monoxide call. Residence was ventilated by FD.

The section contains three elements.

- 1) NFIRS Property Use Codes.
- 2) Narrative.
- 3) Press Report Narrative.

1- or 2-family dwelling, detached, manufactured home, mobile home not in transit, duplex 419 Adult education center, college classroom. Includes any building containing adult education classro Aircraft loading area. Includes helipade and helistops - 974.
Aircraft runway 972
Aircraft taxiway. Includes all aircraft operation areas other than runways and aircraft loading areas ( Airport passenger terminal. Includes heliports 171
Alcohol or substance abuse recovery center where four or more persons who are incapable of self
Assembly, other -100 Asylum, mental institution, includes facilities for the criminally insane. Must include sleeping facilitie
Athletic or health club. Includes YMCA or YWCA, lodge, swimming, and baths. If sleeping facilities ar
Auditorium, concert hall 182 Ballroom, gymnasium. Includes dance halls, basketball courts, indoor running tracks 121
Bankoom, gymnasium, includes cance hairs, basketoan courts, indoor running tracks 121 Bank, Includes ATM kiosks when not part of another structure 592
Bar, nightclub, saloon, tavern, pub.
Barracks, dormitory. Includes nurses' quarters, military barracks, monastery/convent dormitories, b
Beach 937
Billiard center, pool hall 112 Boarding/Rooming house. Includes residential hotels and shelters 439
Bowling establishment 111
Bridge, trestle, - 921
Bus station 173
Business office. Includes engineering, architectural, and technical offices. Excludes military offices (
Campsite with utilities. Includes parks for camping trailers or recreational vehicles 935
Casino, gambling clubs. Includes bingo halls. Use only where primary use is for gambling 144
Clear Load Code Cancel

The **NFIRS Property Use Codes** are required by **NFIRS**. They can be quickly looked up by clicking on the underlined **NFIRS Property Use Codes** button.

The window that opens looks and operates the same way the NFIRS Incident Series Codes window works. You can list the property codes by code number or alphabetically.

The Incident Series Codes option buttons let you narrow down your selection by category.

The box on the right displays the actual NFIRS Property Use Codes. **Double-click** to make your selection then click on the **Load Code** button.

Narrative
Carbon monoxide alarm sounding. Metered the house and found a high of 30 ppm in the basement. The house was ventilated with smoke ejectors until reading reach 0 throughout the residence.
Press Report Narrative 📃 Same As Narrative
Carbon monoxide call. Residence was ventilated by FD.

The next field is the Narrative. The Narrative is a **REQUIRED** field that must be entered. It is simply a short description of what happened at the scene of the incident. You can enter as much or as little information as you want. Normally it's a short paragraph.

Some departments report their weekly calls to local newspapers. Most of the time descriptions for these calls will be one short sentence describing what happened during the call. If you want your Press Report Narrative to be the same as your regular Narrative, click on the checkbox **Same As Narrative**.

Runs and Rosters will create a custom Press Report that will automatically compile a list of calls during a period, format it correctly and send it off to the newspaper through email. More about this later.

Action Taken	
Primary Action:	41 - Identification, analysis of hazardous materials.
Other Action:	42 - Hazardous materials detection, monitoring, sampling, and analysis u
Other Action:	86 - Investigate. Includes investigations done on arrival to determine the
Injuries FD:	) Other: 🛛 Damage Estimate: 💭 Fire Marshal
Deaths FD:	) Other: 0 Prevented Loss: Building Inspector

The next section lists the actions your Department took while operating at the incident. Again, these action codes are required by **NFIRS**, and we have created an easy way to look each action up using the NFIRS Action Codes. Click on the underlined <u>Primary Action</u> and <u>Other</u> <u>Action</u> buttons to access this window.

Again the window is set up to easily locate the **Action Codes** by narrowing down your selection using the Incident Series Codes option buttons.

Select the appropriate action code and click on the Load Code button.

ist Preference	NFIRS Action Codes
List By Action Code Number     List By Action Type	<ul> <li>40 - Hazardous condition, other.</li> <li>41 - Identification, analysis of hazardous materials.</li> <li>42 - Hazardous materials detection, monitoring, sampling, and analysis using a variety of detection instrume</li> </ul>
ncident Series Codes	<ul> <li>43 - Hazardous materials spill control and confinement. Includes confining or diking hazardous materials. The</li> <li>44 - Hazardous materials leak control and containment. Includes actions taken to keep a material within its c</li> <li>45 - Remove hazard. Includes neutralizing a hazardous condition.</li> </ul>
<ul> <li>All Series - All Incidents</li> <li>Fire Control Or Extinguishment</li> <li>Search And Rescue</li> <li>EMS And Transport</li> <li>Hazardous Condition</li> <li>Fires, Rescue, And Hazardous Conditions</li> <li>Systems And Services</li> <li>Assistance</li> <li>Information, Investigation, And Enforcement</li> </ul>	<ul> <li>46 - Decontaminate persons or equipment. Includes actions taken to prevent the spread of contaminants fro</li> <li>47 - Decontamination of occupancy or area exposed to hazardous materials.</li> <li>48 - Remove hazardous materials. Includes a broad range of actions taken to remove hazardous materials fro</li> </ul>
Fill-In, Standby	Clear Load Code Cancel

The rest of this section lets you enter other information about the call including Injuries, Deaths, Damage Estimates, and whether or not the Fire Marshal or the Building Inspector was called.

Apparatus	E/O	Roster	Apparatus
Engine 1	York, D	Roster	Apparatus
Engine 2		Baker, W	Truck 1 Truck 1
		Chapman, W Harper, P	Truck 1
Engine 3	Thomas, C	Hatcher, J	Engine 3
Truck 1	Baker, W	Redway, J	Engine 3
Squad 1		Thomas, C	Engine 3
		Williams, J	Engine 1
Squad 2		York, D Zavala, F	Engine 1 Engine 1
Rescue 1			
# Apparatus	# Firefighter	s	
			-
Suspe	cted Cause		
Firefighter Crea	ting Report: Rec	lway, J	
-	IRS Print	t Roster	Exit

This next section records information about the firefighters and apparatus responding to the call. The Apparatus section displays a list of all the apparatus in your department. If you click on the E/O boxes next to the apparatus name, a list of all your drivers comes up. Click on the name of the driver who operated that specific apparatus during the call.

To assign personnel to this incident click on the **Roster** button. That opens up a new window where you can enter the names of your responding personnel.

#### **Creating The Call Roster**



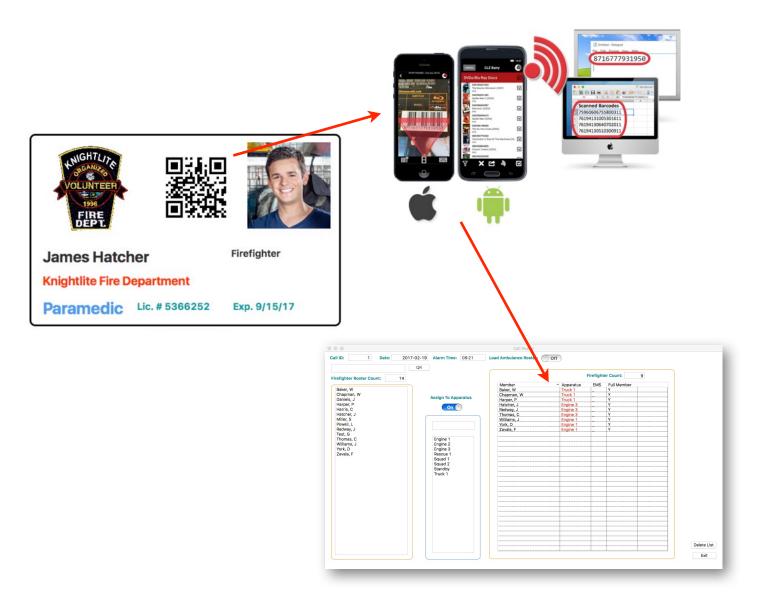
refighter Roster Count: 14	QR			Firefight	er Count:	9	
-		Member	^ Apparatus	EMS	Full Member		
Baker, W Chapman, W	The second second second	Baker, W	Truck 1		Y		
Chapman, W Daniels, J	Assign To Apparatus	Chapman, W	Truck 1		Y		
Harper, P		Harper, P	Truck 1		Y		
Harper, P Harris, C	On O	Hatcher, J	Engine 3	-	Y		
Harris, C Hatcher, J		Redway, J Thomas, C	Engine 3	-	Y		
Miller, S		Williams, J	Engine 3 Engine 1		Y		
Powell, L		York, D	Engine 1		Y		
Redway, J		Zavala, F	Engine 1		Y		
Test, G		Zavala, P	Engine	-	1		
Thomas, C	Engine 1						
Williams, J	Engine 2						
York, D	Engine 3						
Zavala, F	Rescue 1						
	Squad 1						
	Squad 2						
	Standby						
	Truck 1						
				_			
				_			
							Delete List

When the window opens, you will see a list box on the left side of the screen with a list of all your members. To manually add a member, simply double click on the member's name, and it will be added to the roster list to the right.

If you want to specify the apparatus each member road on to the call, activate the **Assign To Apparatus** switch, and a list of the apparatus will be added to the roster.

You can separate your ambulance crews from the rest of the department if you have a different pay system established. This can be activated by clicking on the **Load Ambulance Roster** switch. A list of your medical personnel will replace the list of regular firefighters. Click on the ambulance crew members to add to the call roster. Turn the switch off to move back to the firefighter list. Although the ambulance members will be added to the call roster, they will NOT get fire pay for the call. Access the **Ambulance Attendance** window to calculate Ambulance Pay. If you want your ambulance crews to get normal fire pay and not a special ambulance pay, simply add them from the regular roster list.

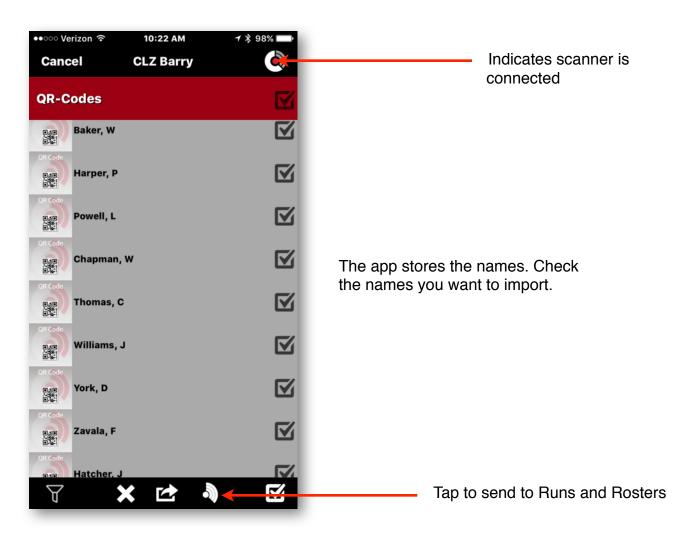
An easier way to add personnel to the Run form is to use a handheld QR Code scanner along with the **Membership Badge** cards created by Runs and Rosters.



We are currently testing an iPhone scanner called **CLZ Barry** (<u>http://www.clzbarry.com</u>) which is available for both Apple iOS and Android. It captures each member's QR code remotely so you can add the members to the roster without having to be near a computer. That means you can walk around the apparatus floor after the call and record members QR codes without having to enter them into the computer by hand directly. We have tested it on both MacOS and Windows 10, and it works great.

If you don't have to assign an individual member to a specific apparatus, you can directly download the entire roster from the **iPhone or Android** app from a single tap of the screen.

Conversely, you can have a scanner set up in your Watch Office and have members scan their badges to get credit for the call. This greatly reduces disputes as to whether an officer correctly recorded a members name since it puts the responsibility on the member rather than the officer. It all depends on how you want to set things up that is most convenient for your members, and your officers.



# Search Runs



ate Ranges	2017-01-01	2017-03-23	Search Caption	Target Caption	Count
ate kanges	Select Starting Date	Select Ending Date	Get Calls This Year To Date		8
O Custom Date					
<ul> <li>Today</li> <li>This Week</li> <li>Last Week</li> <li>This Month</li> <li>Last Wear To Date</li> <li>Last Year To Date</li> <li>Last Year To Date</li> <li>Last Year</li> <li>Don't Search For Keywords</li> <li>Search Streets</li> <li>Search Streets</li> <li>Search Summary Keywords</li> <li>Search By Incident Type</li> <li>Search By Firefighter</li> <li>Chimney Fire</li> <li>Co Alarm</li> <li>Fire Alarm</li> <li>HazMat Incident</li> </ul>	2017-03-03 06:0 2017-03-03 08:1 2017-03-03 12:1 2017-03-03 17:5 2017-03-06 06:1		Narrative Carbon monoxide alarm sounding. Metered the house Gasoline spill from overfilling vehicle. Cleaned up with Fire alarm activation in kitchen do to cooking Mutual alid to the town of Woodbury. Shuttled water fr Chinmey fire in wood stove flue. Shut down air to woo. Elevator rescue. Used key to pen stuck door. Lift Assist Structure fire in basement. Attack crews were sent thr.	CO Alarm         2017-00          HazMat Incident         2017-01           Fire Alarm         2017-00           Mutual Aid         2017-00           Chimney Fire         2017-00           Misc. Rescue         2017-01           Medical         2017-00	003 3 017 2 004 4 006 6 007 7 011 11
High-Angle Rescue Medical Misc. Fire Misc. Rescue Motor Vehicle Collision Motor Vehicle Fire Motor Vehicle Rescue Mutual Aid	Load Selected Call	Load All Calls Within Date Ra	nge View Email Text Send To Email	Print Preview Print	Exit

One of the best features of Runs and Rosters is its ability to search for records in a straightforward, simple manner, using the fewest number of mouse clicks and keystrokes.

Click on the **Search Runs** button in the **Incident Call Information** section of the **Main Navigation** window. This is where you can easily search the Runs and Rosters database for past calls.

You can see that we have some preassigned date ranges that can be quickly searched by clicking on the appropriate option button. These include a **Custom Date, Today, This Week, Last Week, This Month, Last Month, This Year To Date, Last Year To Date,** and **Last Year.** 

If you want a custom date, click on the **Select Starting Date** button to display a calendar of the starting date, and the **Select Ending Date** to complete the range. Click on the **Get Calls** button to search between your two dates.

The calls will be displayed in the List Box. You can load a particular date by double-clicking on the selected call in the List Box.

You can display and email the list of calls between your chosen date range by clicking on the **View Email Text** and **Send To Email** buttons.

•		Runs And Rosters	Search Database For Pa	ast Calls								
ate Ranges	2017-01-01	2017-03-23		Search Caption	<b>Target Caption</b>	Count						
into mangoo	Select Starting Date	Select Ending Date	Get Calls	This Year To Date		8						
Custom Date												
Today	Calls For Knightlite Fire	e Department Between 2017-0	1-01 And 2017-03-23									
O This Week				unding. Metered the house and for ne residence, CO Alarm 2017-0		ment. The						
C Last Week												
This Month		2017-03-02 08:33 12000 Middlebury Rd Gasoline spill from overfilling vehicle. Cleaned up with speedy dry. HazMat Incident 2017-0003 3 2017-03-03 06:01 281777 South Street Fire alarm activation in kitchen do to cooking Fire Alarm 2017-0017 2										
C Last Month	2017-03-03 06:01	281777 South Street Fire ala	rm activation in kitchen	do to cooking Fire Alarm 2017	-0017 2							
O This Year To Date	2017-03-03 08:12 scene Mutual Aid 20		utual aid to the town of	Woodbury. Shuttled water from C	Canfield Corner hydrant to portab	le pond at the						
O Last Year To Date												
C Last Year				Shut down air to wood stove and d cleaned. Chimney Fire 2017-		ans. Chained						
	2017-03-03 17:52	77777 Straits Turnpike Eleva	tor rescue. Used key to	pen stuck door. Misc. Rescue 2	017-0007 7							
O Don't Search For Keywords	2017-03-06 06:12	500 Woodside Heights Lift A	ssist Medical 2017-0	011 11								
<ul> <li>Search Streets</li> </ul>	2017-02-22 10:24	178206E Middlehum Dd. Stra	sture fire in bacoment	Attack crews were sent through e	vitariar bacamant door. Fire was	knocked						
O Search Summary Keywords	down in approximately			s were made. See exterior report								
O Search Call Number	Fire 2017-0012 12											
O Search By Incident Type	Sent From Knightlite Fi	ire Department										
O Search By Firefighter												
Enter Just Street Name												
Algin Dr. Bayberry Terrace Bona Rd Bronson Dr Central Rd Crest Rd Dorothy Dr Lawson Rd												
Leonard Rd Middlebury Rd												
Porter Hill	Load Selected Call	Load All Calls Within Date R	ange Hide Ema	ail Text Send To Email	Print Preview Prin	t Exit						

You can display and email the list of calls between your chosen date range by clicking on the **View Email Text** and **Send To Email** buttons.

You can also search calls using Keywords that search the entire record for the keywords you enter. You can also search by **Call Number**, **Street**, **Incident Type**, **and by Firefighter**.

When you search by Street, the list box will display all the streets you have already entered in your database. Choose the date range, the street, and Runs and Rosters will display all the calls within the date range by the street you entered.

			Runs And Rosters Se	arch Database For Pa	st Calls				
Date Ranges	2017-01-01		2017-03-23		Searc	h Caption	<b>Target Caption</b>		Count
are nanges	Select Starting Da	ate	Select Ending Date	Get Calls		This Year To Date	Redway, J		5
O Custom Date									
OToday			Address 2663521 Middlebury Rd	Narrative Carbon monovide a	larm sou	nding. Metered the house	Type CO Alarm	Call#	Call ID
O This Week	2017-03-02 0	8:33 1	12000 Middlebury Rd 267652 Algin Drive	Gasoline spill from	overfilling	vehicle. Cleaned up with lue. Shut down air to woo	HazMat Incident Chimney Fire	2017-0003 2017-0006	3
O Last Week	2017-03-03 1	7:52 7	77777 Straits Turnpike	Elevator rescue. Us	ed key to	pen stuck door.	Misc. Rescue	2017-0007	7
O This Month	2017-03-23 1	0:24 1	1782965 Middlebury Rd	Structure fire in ba	sement.	Attack crews were sent thr	Structure Fire	2017-0012	12
C Last Month									
O This Year To Date									
O Last Year To Date									
O Last Year									
Don't Search For Keywords     Search Streets     Search Summary Keywords     Search Call Number     Search By Incident Type     Search By Firefighter     Expand Redway, J Baker, W Chapman, W Daniels, J Harris, C Hatcher, J Miller, S									
Powell, L Redway, J Test, G Thomas, C Williams, J	Load Selected Ca		Load All Calls Within Date Ran	ge View Em	ail Text	Send To Email	Print Preview	Print	Exit

The same goes for **Search By Firefighter**. When you click that option button, the list box will switch to a list of firefighters. Let's say I want to search all the calls that **Redway**, J responded to so far this year.

Don't Search For Keywords	Name	Starting Date	Ending Date	Count	Percentage	Total
Search Streets	Redway, J	2017-01-01	2017-03-23	5	62%	8
Search Summary Keywords						
	Incident Type	Number Of Ca	lls % Total Calls	Th	is Year To Dat	е
Search Call Number	Chimney Fire		1 100% 1			
	CO Alarm		1 100% 1			
Search By Incident Type	Fire Alarm		0 0% 1			8
· · · ·	HazMat Incident		1 100% 1		-	and the second second
Search By Firefighter Expand	High-Angle Rescue		0 0% 0			
Coursel by throngitter	Medical		0 0% 1			
	Misc. Fire		0 0% 0			
edway, J	Misc. Rescue		1 100% 1	20	6	10
	Motor Vehicle Collis Motor Vehicle Fire		0 0% 0 0 0% 0			
Baker, W	Motor Vehicle Fire		0 0% 0		18 .	I I
Chapman, W	Mutual Aid		0 0% 1			
Daniels, J	Public Service Call		0 0% 0			
· · · · · · · · · · · · · · · · · · ·	Search And Rescue		0 0% 0			
Harper, P	Special Call		0 0% 0			
Harris, C	Structure Fire		1 100% 1			
Hatcher, J	Wildland Fire		0 0% 0			
viller, S						
Powell, L						
Redway, J						
Test, G						
Thomas, C						
Williams. J Loa	3			Drint D	Preview Print	Exit

When you **Search By Firefighter** you will notice that an **Examine** button pops up. When you click on the examine button, you can then look at an analysis of the calls **Redway**, **J** attended as it relates to the Incident Type between the dates you selected. All searches can be printed out as reports or sent through email.

	<u>.</u>	Starting Date: 2017-	-01-01 Ending Date: 2017-	03-23	Number Of Call	8:8	Starting Date: 2017-01-01	Ending Date: 2017-03-23	%: 62%	Total Calls: 5
Date	Time	Address	Narrative	IncidentType	Call#	Call ID	Incident Type	Number Of Calls	% Of Call Type	Total Calls
017-02-19	08/21	2663521 Middlebury Rd	Carbon monoide alam sounding. Matered the house and found a high of 30 ppm in the basement. The house was restitiated with shoke ejectors until reading reach of inhoughout the residence.	CO Alarm	2017-0001	1	Chimney Fire	1	100%	1
			house was verifiated with smoke ejectors until reading reach 0 throughout the residence.				CO Alarm		100%	1
							Fire Alarm	0	0%	1
017-03-02	08:33	12000 Middlebury Rd	Gasoline spill from overfilling vehicle. Cleaned up with speedy dry.	HazMat Incident	2017-0003	з	HazMat Incident	1	100%	1
							High-Angle Rescue	0	0%	0
							Medical	0	0%	1
017-03-03	06:01	281777 South Street	Fire alarm activation in kitchen do to cooking	Fire Alarm	2017-0017	2	Misc. Fire	0	0%	0
							Misc. Rescue	1	100%	1
							Motor Vehicle Collision	0	0%	0
017-03-03	08:12	175463 Main Street North	Mutual aid to the town of Woodbury. Shuttled water from Canfield Comer hydrant to portable pond at the	Mutual Aid	2017-0004	4	Motor Vehicle Fire	0	0%	0
			scene				Motor Vehicle Rescue	0	0%	0
							Mutual Aid	0	0%	1
017-03-03	12:17	267652 Algin Drive	Chimney fire in wood stove flue. Shut down air to	Chimney Fire	2017-0006	6	Public Service Call	0	0%	0
			wood stove and removed logs to the exterior in cans. Chained the chimney and instructed to home owner to have the chimney inspected and cleaned.				Search And Rescue	0	0%	0
							Special Call	0	0%	0
017-03-03	17:52	77777 Straits Tumpike	Elevator rescue. Used key to pen stuck door.	Misc. Rescue	2017-0007	7	Structure Fire	1	100%	1
							Wildland Fire	0	0%	0
017-03-06	06:12	500 Woodside Heights	LR Andre	Medical	2017-0011	11				
017-03-23	10:24	1782965 Middebury Rd	Bruchue fire in basement. Adapt creas were sent through exterior basement door. The was incoded down in agronoumary if smusce, ventilation and ashage and overhaud efforts were made. See exterior report for full deorption of agentions.	Structure Fire	2017-0012	12				

# **Run Statistics**



Date Ranges	2017-01-01 2017-11-11 Starting Date Ending Date	Search		# Incident Types Count
Today	Id Call Type	Number Of Calls	% Of All Calls	)
This Week	1 Chimney Fire	Number Of Calls	2 %	
C Last Week	2 CO Alarm	4	11%	
This Month	3 Dumpster Fire	1	2 %	Run Statistics
	4 Fire Alarm	9	25 %	
C Last Month	5 HazMat Incident	1	2 %	
This Year To Date	6 Medical	1	2 %	
Last Year To Date	7 Misc. Fire	2	5 %	
<u> </u>	8 Misc. Rescue	1	2 %	
C Last Year	9 Motor Vehicle Collision	8	22 %	
	10 Motor Vehicle Fire	2	5 %	
Wildland Fire	11 Motor Vehicle Rescue	1	2 %	
Call Types	12 Mutual Aid	1	2 %	
Cairrypes	13 Public Service Call	1	2 %	
Chimney Fire	14 Search And Rescue	1	2 %	
CO Alarm	15 Structure Fire	1	2%	J
Dumpster Fire				
Fire Alarm				
HazMat Incident				
Medical				
Misc. Fire				
Misc. Rescue		8		
Motor Vehicle Collision				
Motor Vehicle Fire				
Motor Vehicle Rescue	1 2 3 4 5 6 7	8 9 10	1 1 1 1	1   1   1   1   1   1   1   3   14   15   16
Mutual Aid				
Public Service Call				
Search And Rescue				
	View Email Text Send To Email	Print Preview	/ Print	Exit

**Run Statistics** searches between two dates and reports the number of calls based on your pre-assigned **Incident Types**. This will report the number of calls of each Incident Type and the percentage of that Incident Type as compared to all the calls your department responded to. This report can then be emailed or printed out.

Starting Date: 2017-01-01	Ending Date: 2017-03-26 Total Number	er Of Calls: 14
	3 1 1 1 2 1 5 6 7 8 3 10 11	12 10 10 15 16
Call Key	Type Of Call	Number Of Calls
1	Chimney Fire CO Alarm	1
3	CO Alarm	2
4	HazMat Incident	1
5	Medical	1
6	Misc. Fire	1
7	Misc. Rescue	1
8	Motor Vehicle Collision	3
9	Motor Vehicle Fire	1
10	Motor Vehicle Rescue	0
11	Mutual Ald	1
12	Public Service Call	0
13	Search And Rescue	0
14	Special Call	0
15	Structure Fire	1
16	Wildland Fire	0

# **Run Attendance**



•			Runs A	nd Rosten	s Call Stat	tistics						
reset Date Ranges	2017-01-01	2017-03	3-23						Total	Fire Pay	Total	Calls
Custom Date	Starting Date	Ending D	Date	Ca	lculate	Full Rur	Form	Roster	5	344.00		8
Today	Name	# Calls	Points	Rate	Pay	% # Missed	Miles	Mileage	Membe	rship Perfe	ormance	0
This Week	Baker, W	4	16	10	\$40.	50% 4	2.	\$0.28				
	Chapman, W	5	20	8	\$40.	62% 3	10.	\$1.4	0%		0%	
Last Week	Daniels, J Harper, P	5	20	7	\$35.	62% 3 37% 5	30.	\$4.2 \$0.84	AN T. 400			
This Month	Harris, C	4	16	õ	\$0.	50% 4	12.	\$1.68	1% To 10%		: 10%	
	Hatcher, J	5	20	0	\$0.	62% 3	20.	\$2.8	11% To 20%		20%	
Last Month	Miller, S	2	8	6	\$12.	25% 6	0.	\$0.				
This Year To Date	Powell, L Redway, J	4 5	16 20	6	\$24.	50% 4 62% 3	20.	\$2.8 \$0.	21% To 30%	2	<30%	2
	Test, G	2	8	6	\$12.	25% 6	0.	\$0.	31% To 40%	1 <	40%	3
Last Year To Date	Thomas, C Williams, J	6	24	7	\$42. \$24.	75% 2 50% 4	21.	\$2.94 \$2.24	41% To 50%	5 <	50%	3
Last Year	York, D	6	24	7	\$42.	75% 2 50% 4	14.4	\$2.02				3
	Zavala, F	4	16	1	\$28.	50% 4	10.	\$1.4	51% To 60%	>	50%	6
List Voters Only: Off									61% To 70%	4 >	60%	6
st Officers Only: Off									71% To 80%	2 >	70%	2
Member Count: 14									81% To 90%	>	80%	
Name Rate Baker, W 10									91% To 100%		>90%	
Chapman, W 8 Daniels, J 7 Harper, P 0 Harris, C 0									Calculate Fire I	Departmen	t Perforr	mance
Harcher, J O Miller, S 6 Powell, L 6 Redway, J 9									Set Poi	Points	4	1
Thomas, C 7 Williams, J 6 York, D 7									Print Preview	Print		Exit

**Run Attendance** is probably one of the most used modules of Runs and Rosters. It's used to keep track of the fire call attendance of all your members. Like the other search windows in Runs and Rosters, it can search a variety of different predefined dates, or you can enter a custom date.

If your department uses a **Point System**, it will calculate accumulated points. If your department has a **Pay-Per-Call Fire Pay** system, it will calculate the **Fire Pay** for each firefighter. It also calculates the total Fire Pay that will be required to pay all your members. Fire Pay amounts are set up during the Setup process, and different Fire Pay values can be assigned to members depending on their rank or status.

It also calculates the **Percentage** of calls your members attended, and the number of calls each member missed.

You can also modify the list to include just Voting members, or just Officers if you wish by using the corresponding switches.

By clicking on the headings in the list box, you can modify how the list box reports. For instance, if you wanted to figure out who were the top responding firefighters in your department during the selected date periods, you would click on the **# Calls** heading. That would put those numbers in ascending order so that the result would show the top responding firefighters.

Runs and Rosters also keeps track of the **mileage** your firefighters incurred when responding to calls. The IRS allows firefighters to deduct mileage to the firehouse from their personal income taxes. When you set up each member, in the beginning, you entered the miles away from the firehouse your members live. Runs and Rosters multiplies this value times 2 and then multiplies the total number of calls during the period.

**Run Attendance** can easily be printed into a report that can be made available to all firefighters at the end of the designated pay period.

0%		0%	
1% To 10%		< 10%	
11% To 20%		< 20%	
21% To 30%	2	<30%	2
31% To 40%	1	< 40%	3
41% To 50%	5	< 50%	3
51% To 60%		> 50%	6
61% To 70%	4	> 60%	6
71% To 80%	2	> 70%	2
81% To 90%		> 80%	
91% To 100%		>90%	

Name         Calls         Paths         Rate         First Pay         Pertertage         Massed         Missed	Thomas, C         6         24         7         842.         798.         2         21.         82.94           Yuk, D         6         24         7         842.         798.         2         14.4         82.02           Charrenk, W         5         20         7         855.         628.         3         30.         84.2           Daminis, J         5         20         7         835.         628.         3         0.         84.2           Medowy, J         5         20         7         835.         628.         3         0.         82.2           Medowy, J         5         20         9         845.         6278.         3         0.         82.8           Medowy, J         5         20         9         840.         50%.         4         12.         82.8           Medowy, J         4         16         10         540.         50%.         4         12.         82.8           Median, C         4         16         6         824.         50%.         4         12.         82.4           Williom, J         4         16         6         824.         50%.         4	<b>R</b> s	tarting Date: 2017-01-	01	Ending Dat	2017-03-23	Total Co.	ant: 8	To	tal Pay: \$344
Yank, D         6         24         7         542         71%         2         14.4         52.02           Charmer, W         5         20         8         540         6278         3         10.         51.4           Deneid, J         5         20         8         540         6278         3         30.         54.2           Redray, J         5         20         9         545.         6278         3         20.         80.           Hadrik, J         5         20         0         56.         6278         3         20.         80.8           Bake, W         4         10         640.         6508         4         2.0         92.8           Mark, C         4         16         0         50.         5058         4         12.         93.8           Mark, C         4         16         6         524.         5058         4         10.         82.4           Willem, J         4         16         7         528.         5058         4         10.         82.4           Zeneik, F         4         16.         7         528.         5058         4.         10.	York, D         6         24         7         542         728         2         14.4         92.02           Charmer, W         5         20         8         640         678         3         10         8.4.4           Daveria, J         5         20         8         640         6278         3         40         8.4.2           Bedray, J         5         20         9         6458         6278         3         0.         8.5.2           Hardmer, J         5         20         9         6458         6278         3         0.         82.3           Balax, W         4         16         10         840         6508         4         2.2         83.66           Powerk, L         4         16         0         82.4         6508         4         10.         82.4           Willem, J         4         16         6         82.4         6508         4         10.         82.4           Zaverk, F         4         16         7         82.7         6064         4         10.         81.4           Hages, P         3         12         0         80.8         80.0         80.	Name	Calls	Points	Rate	Fire Pay	Percentage	Missed	Miles	Mleage
Observar, W         5         20         8         540.         62N         3         10.         \$1.4           Dewide, J         5         20         7         \$55.         62N         3         30.         \$4.2           Bedway, J         5         20         9         \$45.         62N         3         20.         \$6.           Bedway, J         5         20         9         \$54.         62N         3         20.         \$6.           Bedway, J         5         20         9         \$50.         62N         3         20.         \$2.8           Beau, W         4         16         10         \$40.         \$50N         4         2.         \$0.38           Pawel, L         4         16         0         \$50.         \$60N         4         12.         \$1.68           Willems, J         4         16         \$2.4         \$50N         4         16.         \$22.4           Zwela, F         4         16         7         \$28.         \$50N         4         10.         \$12.4           Zwela, F         4         16         7         \$28.         \$50N         4         10.	Cheanner, W         5         20         8         540.         62%         3         10.         51.4           Darwink, J         5         20         7         855.         62%         3         30.         54.2           Brokery, J         5         20         9         545.         62%         3         30.         54.2           Instance, J         5         20         9         645.         62%         3         50.         52.8           Balaier, W         4         16         10         840.         55%         4         2.         52.8           Parmit, C         4         16         0         50.         50%         4         2.         52.8           Willems, J         4         16         6         524.         50%         4         10.         52.4           Willems, J         4         16         6         524.         50%         4         16.         52.24           Zawink, F         4         16         7         528.         50%         4         16.         52.4           Tare, O         2         8         6         512.         25%         6	Thomas, C	6	24	7	\$42.	75%	2	21.	\$2.94
Daviesit, J         S         20         7         \$55.         62%         3         50.         \$42           Brodrey, J         5         20         0         46.         62%         3         0.         50.           Handrey, J         5         20         0         46.         62%         3         20.         58.           Balaer, W         4         16         0         540.         50%         4         2.         55.26           Hearts, C         4         16         0         540.         50%         4         2.         57.88           Hearts, C         4         16         6         524.         50%         4         2.         57.88           Williams, J         4         16         6         524.         50%         4         16.         52.24           Zavals, F         3         12.         0         828.         50%         4         10.         51.4           Hwage, F         3         12.         0         828.         50%         4         10.         51.4           Hwage, F         3         12.         2.         80.         512.         28%	Davelak, J         5         20         7         835.         62N         3         30.         84.2           Bindway, J         5         20         0         465.         62N         3         0.         82.8           Hather, J         5         20         0         40.         62N         3         20.         82.8           Baker, W         4         16         10         540.         50N         4         2.         \$2028           Heart, C         4         16         0         80.         50N         4         12.         \$12.8           Willisms, J         4         16         6         \$24.         50N         4         10.         \$2.24           Willisms, J         4         16.         6         \$24.         50N         4         10.         \$2.24           Zwake, F         3         0.         \$2         \$2.8         6         37%         6         \$0.         \$3.6           Hwaye, F         3         2         8         6         \$12.         228         6         \$0.         \$0.         \$3.6	York, D	6	24	7	\$42.	75%	2	14.4	\$2.02
Inclusion         S         20         9         545.         62%         3         0.         80.           Handmer,J         5         20         0         80.         62%         3         20.         82.8           Banker,W         4         10         840.         50%         4         12.         \$1.66           Handmer,G.         4         16         0         \$40.         50%         4         12.         \$1.66           Present, C.         4         16         0         \$40.         50%         4         12.         \$1.66           Williams, J.         4         16         6         \$2.4.         50%         4         12.         \$1.66           Williams, J.         4         16         \$2.4.         50%         4         16.         \$1.2.4           Zowids, F.         3         12.         7.88.         50%         4         10.         \$1.4           Hauge, P.         3         12.         0.         \$2.8         50%         4         0.         \$5.1           Theo, O         2         8         6         \$1.2.         25%         6         0.         \$5.0 <td>Beckersy.J         5         20         0         545.         627.         3         0.         50.           Headward,J         5         20         0         80.         627.         3         20.         82.8           Baker, W         4         16         0         500.         507.         4         12.         82.8           Hanne, C.         4         16         0         80.         507.         4         12.         83.64           Present, C.         4         16         6         824.         507.         4         12.         83.64           Witteres, J.         4         16         6         824.         507.         4         10.         82.4           Zawais, F.         3         16.         7         828.         507.         4         10.         81.4           Hauger, P.         3         12.         0         50.3         278.         5         6.         50.2</td> <td>Chapman, W</td> <td>5</td> <td>20</td> <td>8</td> <td>\$40.</td> <td>62%</td> <td>3</td> <td>10.</td> <td>\$1.4</td>	Beckersy.J         5         20         0         545.         627.         3         0.         50.           Headward,J         5         20         0         80.         627.         3         20.         82.8           Baker, W         4         16         0         500.         507.         4         12.         82.8           Hanne, C.         4         16         0         80.         507.         4         12.         83.64           Present, C.         4         16         6         824.         507.         4         12.         83.64           Witteres, J.         4         16         6         824.         507.         4         10.         82.4           Zawais, F.         3         16.         7         828.         507.         4         10.         81.4           Hauger, P.         3         12.         0         50.3         278.         5         6.         50.2	Chapman, W	5	20	8	\$40.	62%	3	10.	\$1.4
Heather, J         S         20         0         80.         62%         3         20.         \$2.8           Baker, W         4         16         0         840.         50%         4         2.         \$0.28           Hears, C         4         16         0         840.         50%         4         12.         \$1.68           Powel, L         4         16         6         \$24.         50%         4         12.         \$1.68           Willams, J         4         16         6         \$24.         50%         4         16.         \$2.24           Zivels, F         4         16         6         \$28.         50%         4         16.         \$2.24           Hause, F         3         26.         \$27.8         \$26.         \$27.4         \$27.4           Image, F         4         16         7         \$28.         50%         4         16.         \$22.4           Hause, F         3         26.         \$27.8         50%         4         16.         \$27.4           Hause, F         2         8         6         \$27.2         \$28.6         \$28.5         \$29.5         \$29.5	Heather, J         5         20         0         80.         62%         3         20.         \$2.8           Baker, W         4         16         10         \$40.         50%         4         2.         \$52.8           Hann, C         4         16         0         \$50.         50%         4         2.         \$52.8           Hann, C         4         16         0         \$50.         50%         4         2.         \$52.8           Powell, L         4         16         6         \$24.         50%         4         10.         \$2.24           Williams, J         4         16         6         \$24.         50%         4         16.         \$22.4           Zwenk, F         4         16         7         \$28.         50%         4         16.         \$2.4           Hange, F         3         0.6         \$27.4         \$3.4         \$3.4         \$3.4           Hange, G         2         8         6         \$32.2         \$3.6         \$3.6	Daniels, J	5	20	7	\$35.	62%	3	30.	\$4.2
Baker, W         4         18         10         540.         50%         4         2.         55.28           Henr, C         4         16         0         50.         50%         4         12.         \$1.68           Preved, L         4         16         6         \$24.         50%         4         2.         \$1.58           Williams, J         4         16         6         \$24.         50%         4         16.         \$22.4           Zavok, F         4         16         7         \$28.         50%         4         16.         \$22.4           Hwaye, P         3         12.         0         \$27.8         50%         4         10.         \$1.4           Hwaye, P         3         12.         0         \$27.4         \$50.         \$6.8         \$50.4	Baker, W         4         16         10         \$40.         50%         4         2.         \$528           Henr, C         4         16         0         \$50.         60.         4         12.         \$10.8           Proved, L         4         16         6         \$24.         50%         4         12.         \$12.8           Williams, J         4         16         6         \$24.         50%         4         16.         \$22.4           Zowsk, F         4         16         6         \$24.         50%         4         10.         \$14.1           Heyec, P         3         12.         0         \$37.6         6         \$0.         \$50.           Text, O         2         8         6         \$12.         28%         6         0.         \$50.	Redway, J	5	20	9	\$45.	62%	3	0.	\$0.
Hamma, C         4         16         0         501         508         4         12.         \$1.68           Powel, L         4         16         6         \$24.         50%         4         20.         \$2.8           Willions, J         4         16         6         \$24.         50%         4         16.         \$2.2           Zawak, F         4         16         7         \$28.         50%         4         10.         \$1.4           Hasse, F         3         12         0         \$20.         \$27.8         50.5         50%         4         10.         \$1.4           Inst, O         2         8         6         \$12.         28%         6         0.         \$0.50	Herris, C         4         16         0         80         60%         4         12.         \$168           Powel, L         4         16         6         \$24.         50%         4         20.         \$2.8           Willens, J         4         16         6         \$24.         50%         4         16.         \$2.2           Zavak, F         4         16         7         \$28.         50%         4         16.         \$2.4           Harge, P         3         12         \$80.         27%         5         6.         \$0.4           Text, O         2         8         6         \$12.         29%         6         0.         \$0.	Hatcher, J	5	20	0	\$0.	62%	3	20.	\$2.8
Poweli, L         4         16         6         \$24.         50%         4         20.         \$2.8           Willing, J         4         16         6         \$24.         50%         4         16.         \$2.2           Zavela, F         4         16         7         \$28.         50%         4         16.         \$2.4           Iwage, P         3         12         0         \$0.         \$7%         5         5.0.44           Text, O         2         8         6         \$12.         29%         6         0.         \$0.	Powell, L         4         16         6         \$24.         50%         4         20.         \$2.8           Willinm, J         4         16         6         \$2.4         50%         4         16.         \$2.2           Zevela, F         4         16         7         \$28.8         50%         4         16.         \$2.4           Zevela, F         3         12         0         \$30.0         \$37.8         \$5.6.8         \$30.4           Text, O         2         8         6         \$12.2         \$29%         \$6.0.8         \$5.0	Baker, W	4	16	10	\$40.	50%	4	2.	\$0.28
Williams.J         4         16         6         824.         50%         4         16.         82.24           Zawak,F         4         16         7         828.         60%         4         10.         81.4           Hages,P         3         12         0         80.         37%         5         6.         80.44           Tett,O         2         8         6         812.         28%         6         0.         90.	Williams, J         4         16         6         824.         50%         4         16.         82.24           Zawids, F         4         16         7         828.         50%         4         16.         82.24           Hwape, P         3         12         0         80.         37%         6         6.         80.           Terr, O         2         8         6         812.         25%         6         0.         50.	Harris, C	4	16	0	\$0.	50%	4	12.	\$1.68
Zowak, F         4         16         7         \$28.         50%         4         10.         \$1.4           Harper, P         3         12         0         \$00.         37%         5         6.         \$0.04           Treet, O         2         8         6         \$12.         25%         6         0.         \$0.	Zowak, F         4         16         7         \$28.         60%         4         10.         \$1.4           Harper, P         3         12         0         \$0.         \$276.         \$6.         \$0.84           Text, O         2         8         6         \$12.         \$296.         6         0.         \$50.	Powell, L	4	16	6	\$24.	50%	4	20.	\$2.8
Harper, P 3 12 0 \$0. 37% 5 6. \$0.84 Test, 0 2 8 6 \$12. 25% 6 0. \$0.	Harper, P         3         12         0         80.         37%         5         6.         80.84           Test, 0         2         8         6         \$12.         25%         6         0.         \$0.	Williams, J	4	16	6	\$24.	50%	4	16.	\$2.24
Test, G 2 8 6 \$12. 25% 6 0. \$0.	Test, G 2 8 6 \$12. 25% 6 0. \$0.	Zavala, F	4	16	7	\$28.	50%	4	10.	\$1.4
		Harper, P	3	12	0	\$0.	37%	5	6.	\$0.84
		Test, G	2		6	\$12.	25%	6	0.	\$0.
						612	25%		0	

On the right side of the **Call Attendance** window is a box displaying **Membership Performance**. You can get a snapshot of what percentage of your department is responding to what percentage of the calls.

•				Fire Departm	ent Incident Perfomance	
Number Of Membe	ers Included:	14	Start Date 2017-01-01	End Date 2017-03-23	Full Run Form Roster	
0% 1% To 10% 11% To 20% 21% To 30% 31% To 40% 41% To 50% 51% To 60% 61% To 70% 71% To 80% 81% To 90%	hip Performa 09 < 109 2 209 2 <309 1 < 409 5 < 509 4 > 609 2 > 709 > 809	6 6 6 6 6 6 6 6 6 6 6 6 0 0 0 0 0 0 0 0	0% of your Full Run I 0% of your Full Run I 0% of your Full Run I 14% of your Full Run 21% of your Full Run 42% of your Full Run 42% of your Full Run 14% of your Full Run 0% of your Full Run	Fire Department Performance form Roster have mode less form Roster have made less form Roster have made less form Roster have mode less than form Roster have less than Form Roster have less than form Roster have less than form Roster have more than	than 10% of the calls. than 20% of the calls. 30% of the calls. 50% of the calls. 50% of the calls. n 60% of the calls. n 70% of the calls. 80% of the calls.	
91% To 100%	>90%	6				Send To Email Exit

To further examine firefighter call performance, click on the **Calculate Fire Department Performance** button. This window will show the basic run attendance percentages of your members. Information displayed here can be emailed through the Runs and Rosters **Email System** 

# **Run Firefighter Statistics**



2017-01-01         2017-03-23           Select Starting Date         Select End Date		Date Range:		Search C This Year			AT: 14	NA: %: 0 100%	FirefighterCount	Call Count 8
Date Ranges:										
Custom Date Custom Date Today This Week Last Week This Month Last Month Last Month Last Year To Date Last Year To Date Last Year Time Parameters: Set Times: Daytime Set Vening Overnight 07:00 15:00 00:00 14:59 23:59 06:59 Number Of Calls: 5 1 2 Firefighter Participation: AT: 14 5 3 NA: 0 9 11	Firefighter Baker, W Chapman, W Daniels, J Harper, P Harris, C Hatcher, J Miller, S Powell, L Redway, J Test, G Thomas, C Williams, J York, D Zavala, F	Daytime 3 5 3 3 5 2 3 3 4 2 5 4 5 4 5 4	Daytime % 60% 100% 60% 60% 60% 40% 40% 40% 40% 80% 80% 100% 80%	Evening 0 0 1 0 0 0 0 0 1 0 1 0 1 0	Evening % 0% 0% 100% 0% 100% 100% 100% 0%	Overnight 1 1 0 1 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0	50 0 50 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9%	al % All Calls 4 50% 5 62% 5 62% 3 37% 4 50% 5 62% 2 25% 4 50% 5 62% 2 25% 6 75% 4 50% 6 75% 4 50%	Missed 4 3 3 5 4 3 6 4 3 6 4 3 6 2 4 2 4 2 4 4
%:     100%     35%     21%       Time Ranges       Stored     Default	Full Runform Ro		t Officers On		ff		Print	Preview	Print	Exit

**Member Stats** is another way to examine firefighter attendance. It basically measures your firefighter performance taking into account the time of day. Classically volunteer fire departments have difficulty staffing their stations during weekday, daytime hours. Runs and Rosters can measure firefighter response over three predefined periods and help you pinpoint where there may be deficiencies in your staffing depending on the time of day.

It uses the standard Runs and Roster's search parameters. You can predefine the **Daytime**, **Evening**, **and Overnight** hours, or use our default settings. This feature allows you to see what time of day your firefighters are responding.

It reports the number of calls that occur during the specified time period and also reports attending firefighters as indicated by **AT** and firefighters who are not available as represented by **NA**.

It also shows you the general participation percentages during the specified periods of the day.

The list box can be modified to show **Voting Members** as well as **Officers**. It also can be modified by clicking on the list box headings.

This information can then be printed out in report form.

Daylma         Daylma         Devenight         Overright         All Timis           Authorizanis         5         1         2         8           Authorizanis         5         1         2         8           Authorizanis         1         5         3         14           No Attendences         0         8         11         0           Stattendences         100K         25K         Overright         Notes         5.00K         4.00K         6.00K         4.0           Baler, W         3         60%         0         0%         5         6.00K         4.0           Daylma, M         5         100K         0         0%         5         6.00K         4.0           Daylma, M         3         60K         0         0K         1         50K         5         6.25K         3.0           Harpte, P         3         60K         1         100K         00         0K         4         6.0K         4.0           Harpte, P         3         60K         1         100K         0         0K         5         6.0K           Harpte, D         100K         0         0K         0K	Number Of Caller         5         1         2         8           All constrained         14         5         3         14           No Attendance:         10         9         11         0           S.Attendance:         100K         25K         21K         100K           Baker, W         3         60%         0         9         11         0           Baker, W         3         60%         100K         25K         21K         100K         4           Baker, W         3         60%         0         0K         1         50K         4         60K           Baker, W         3         60%         1         10K         1         50K         62K         3           Divisit, J         50%         0         0K         1         50K         62K         3           Hunge, P         3         60%         0         0K         1         50K         62K         62K           Hunge, P         3         60%         0         0K         0         6K         62K         62K           Mater, S         2         60K         0         0K         0         6K		Starting	Date: 2017-	01-01	Ending	Date: 2017-00	1-23 Fir	efighter Co	unt: 14	Total Call Count:
Attendiance:         14         5         3         14           No Attendiance:         0         9         11         0           No Attendiance:         0         9         11         0           No Attendiance:         100X         35X         21%         100X           Fordgator         Optime Oxymer No:         Newlog         Ownig No:         0xellog	Attendance:         14         5         3         14           No Attendance:         0         9         111         0           No Attendance:         0         9         111         0           Skattendance:         100K         35K         21K         100K           Baler, W         3         60K         0         1         50K         5         62K         4           Danser, J         3         60K         0         0K         1         50K         4         50K         4           Danser, J         3         60K         0         0K         1         50K         5         62K         3           Hartyr, P         3         60K         0         0K         1         50K         5         62K         3           Hartyr, P         3         60K         0         0K         1         50K         5         62K         3           Hartyr, P         3         60K         0         0K         0         0K         3         37K         5           Hartyr, P         3         60K         0         0K         0         0K         2         2K         <						vening		A	Times	
No Attendance:         0         11         0           KAttendance:         100%         35%         21%         100%           Firdford:         00%         00%         00%         21%         100%           Firdford:         00%         00%         00%         00%         00%         5         662%           Balax:         3         60%         0         00%         0         66         62%         3           Davenie, J         3         60%         0         00%         0         66         62%         3           Hartore, J         3         60%         0         00%         0         65         62%         3           Hartore, J         3         60%         0         0%         3         37%         5           Hartore, J         3         60%         0         0%         3         37%         5           Hartore, J         3         60%         0         0%         0         0%         4         50%         4           Hartore, J         3         60%         0         0%         0         0%         2         2%         6           Powe	No Attendance:         0         9         11         0           Skittindunce:         100%         55%         51%         100%           Fieldpitter         Dayse         Daytime 16         Eventige         Eventige         21%         100%           Bales; Wr         Daytime 16         Eventige         Eventige         Coversight 5         Total         SARL Cals         Mesod           Bales; Wr         3         60%         0         0%         1         50%         5         62%         3           Daversight 5         Total         5.00%         0         0%         1         50%         5         62%         3           Daversight 5         Total         5.00%         0         0%         0         0%         5         62%         3           Daversight 5         Total         5.00%         0         0%         0         0%         5         62%         3           Hardner, J         5         100%         0         0%         0         0%         5         62%         6           Hardner, J         5         100%         1         100%         0         0%         2         66										
NAturalance:         100'         21'S         100'           Fledgate:         Oxyrine S         Evening         Evening S         Ownright S         Ownright S         Total         NAI Calls         Massach           Baker, W         3         60'/s         0         0'/s         1         50'/s         4         50'/s         4           Baker, W         5         00'/s         0         0'/s         1         60'/s         4         50'/s         4           Daviels, J         5         60'/s         0         0'/s         1         60'/s         5         60'/s         3           Harin, C         3         60'/s         0         0'/s         1         50'/s         5         60'/s         4           Hatin, Z         5         100'/s         0         0'/s         3         60'/s         4           Matter, S         2         60'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s <td< th=""><th>NAturalance:         100'         21'S         100'           Fledgate:         Oxyrine S         Evening         Evening S         Ownright S         Ownright S         Total         NAI Calls         Massach           Baker, W         3         60'/s         0         0'/s         1         50'/s         4         50'/s         4           Baker, W         5         00'/s         0         0'/s         1         60'/s         4         50'/s         4           Daviels, J         5         60'/s         0         0'/s         1         60'/s         5         60'/s         3           Harin, C         3         60'/s         0         0'/s         1         50'/s         5         60'/s         4           Hatin, Z         5         100'/s         0         0'/s         3         60'/s         4           Matter, S         2         60'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s         <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<></th></td<>	NAturalance:         100'         21'S         100'           Fledgate:         Oxyrine S         Evening         Evening S         Ownright S         Ownright S         Total         NAI Calls         Massach           Baker, W         3         60'/s         0         0'/s         1         50'/s         4         50'/s         4           Baker, W         5         00'/s         0         0'/s         1         60'/s         4         50'/s         4           Daviels, J         5         60'/s         0         0'/s         1         60'/s         5         60'/s         3           Harin, C         3         60'/s         0         0'/s         1         50'/s         5         60'/s         4           Hatin, Z         5         100'/s         0         0'/s         3         60'/s         4           Matter, S         2         60'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s         0         0'/s         2         25'/s         6           Prevedi, L         3         60'/s         1         100'/s <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>										
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Chapman, W         S         100N         0         0N         0         0N         5         62N         3           Darkin, J         3         60N         1         100N         5         62N         3           Harrys, P         3         60N         0         0N         0         0N         5         62N         3           Harry, C         3         60N         0         0N         1         50N         4         50N         4           Harry, C         3         60N         0         0N         0         0N         5         62N         3           Mile, S         2         240N         0         0N         0         0N         5         62N         4           Rewey, J         4         60N         1         100N         0         0N         5         62N         4           Rewey, J         4         80N         1         100N         0         0N         5         62N         6           Thoma, C         2         1         100N         0         0N         6         75N         2           Wilkm, J         4         80N         0 <td>Chapman, W         S         100N         0         0N         0         0N         5         62N         3           Darkin, J         3         60N         1         100N         1         60N         5         62N         3           Harrys, P         3         60N         0         0N         0         0N         3         37N         5           Harrys, C         3         60N         0         0N         1         60N         4         60N         4           Hatris, C         2         240N         0         0N         0         0N         4         60N         4           Mile, S         2         240N         0         0N         0         0N         4         60N         4           Reway, J         4         80N         1         100N         0         0N         5         62N         3           Thomas, C         2         60N         1         100N         0         0N         6         73N         6           Thomas, C         5         100N         1         100N         0         0N         6         73N         2           Wilk</td> <td></td>	Chapman, W         S         100N         0         0N         0         0N         5         62N         3           Darkin, J         3         60N         1         100N         1         60N         5         62N         3           Harrys, P         3         60N         0         0N         0         0N         3         37N         5           Harrys, C         3         60N         0         0N         1         60N         4         60N         4           Hatris, C         2         240N         0         0N         0         0N         4         60N         4           Mile, S         2         240N         0         0N         0         0N         4         60N         4           Reway, J         4         80N         1         100N         0         0N         5         62N         3           Thomas, C         2         60N         1         100N         0         0N         6         73N         6           Thomas, C         5         100N         1         100N         0         0N         6         73N         2           Wilk										
Hurger, P.         3         60%         0         0%         0         0%         3         37%         5           Hurrin, C.         3         60%         0         0%         1         60%         4         50%         4           Hurrin, C.         5         100%         0         0%         0         0%         5         62%         3           Miler, S         2         40%         0         0%         0         0%         2         25%         6           PowerL         3         60%         1         100%         0         0%         4         50%         4           Redway, J         4         80%         1         100%         0         0%         5         62%         6           Thomas, C         2         40%         0         0%         0%         6         75%         2           Williams, J         4         80%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         2           Value, D <t< td=""><td>Hurger, P.         3         60%         0         0%         0         0%         3         37%         5           Hurrin, C.         3         60%         0         0%         1         60%         4         50%         4           Hurrin, C.         5         100%         0         0%         0         0%         5         62%         3           Miler, S         2         40%         0         0%         0         0%         2         25%         6           PowerL         3         60%         1         100%         0         0%         4         50%         4           Redway, J         4         80%         1         100%         0         0%         5         62%         6           Thomas, C         2         40%         0         0%         0%         6         75%         2           Williams, J         4         80%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         2           Value, D         <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<></td></t<>	Hurger, P.         3         60%         0         0%         0         0%         3         37%         5           Hurrin, C.         3         60%         0         0%         1         60%         4         50%         4           Hurrin, C.         5         100%         0         0%         0         0%         5         62%         3           Miler, S         2         40%         0         0%         0         0%         2         25%         6           PowerL         3         60%         1         100%         0         0%         4         50%         4           Redway, J         4         80%         1         100%         0         0%         5         62%         6           Thomas, C         2         40%         0         0%         0%         6         75%         2           Williams, J         4         80%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         2           Value, D <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>										
Harris, C         3         60%         0         0%         1         50%         4         50%         4           Hatrick, J         5         100%         0         0%         0         0%         5         62%         3           Miller, S         2         20%         0         0%         0         0%         2         28%         6           Poesiti, L         3         60%         1         100%         0         0%         4         50%         4           Reflex, J         4         80%         1         100%         0         0%         5         62%         3           Thest, G         2         24%         0         0%         0%         0%         5         62%         6           Thomas, C         5         100%         1         100%         0         0%         6         75%         2           Willema, J         4         80%         0         0%         0%         6         75%         2           Willema, J         4         80%         10%         0%         0%         0%         6         75%         2	Harris, C         3         60%         0         0%         1         50%         4         50%         4           Hatrick, J         5         100%         0         0%         0         0%         5         62%         3           Miller, S         2         20%         0         0%         0         0%         2         28%         6           Poesiti, L         3         60%         1         100%         0         0%         4         50%         4           Reflex, J         4         80%         1         100%         0         0%         5         62%         3           Thest, G         2         24%         0         0%         0%         0%         5         62%         6           Thomas, C         5         100%         1         100%         0         0%         6         75%         2           Willema, J         4         80%         0         0%         0%         6         75%         2           Willema, J         4         80%         10%         0%         0%         0%         6         75%         2	Daniels, J	3	60%	1	100%	1	50%	5	62%	3
Hatcher, J         S         100%         0         0N         0         0N         5         62%         3           Miler, S         2         40%         0         0%         0         0%         2         28%         6           Powel, L         3         60%         1         100%         0         0%         4         60%         4           Refrey, J         4         80%         1         100%         0         0%         5         62%         3           Test, G         2         40%         0         0%         0         0%         2         25%         6           Thoma, C         5         100%         1         100%         0         0%         6         75%         2           Willems, J         4         80%         0%         0%         0%         6         75%         2           Yeak, D         5         100%         1         100%         0%         6%         75%         2	Hatcher, J         S         100%         0         0N         0         0N         5         62%         3           Miler, S         2         40%         0         0%         0         0%         2         28%         6           Powel, L         3         60%         1         100%         0         0%         4         60%         4           Refrey, J         4         80%         1         100%         0         0%         5         62%         3           Test, G         2         40%         0         0%         0         0%         2         28%         6           Thoma, C         5         100%         1         100%         0         0%         6         79%         2           Willers, J         4         80%         0%         0%         0%         6         79%         2           Yeak, D         5         100%         1         100%         0%         0%         6         79%         2	Harper, P	3	60%	0	0%	0	0%	3	37%	5
Miller, S         2         40%         0         0N         0         0N         2         25%         6           PresetL         3         60%         1         100%         0         0%         4         50%         4           Redwsy, J         4         80%         1         100%         0         0%         5         62%         4           Thmes, C         2         40%         0         0%         0         0%         6         23%         6           Thmes, C         5         100%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         2           Velk, D         5         100%         1         100%         0         0%         4         50%         2	Miller, S         2         40%         0         0N         0         0N         2         25%         6           PresetL         3         60%         1         100%         0         0%         4         50%         4           Redwsy, J         4         80%         1         100%         0         0%         5         62%         4           Thmes, C         2         40%         0         0%         0         0%         6         23%         6           Thmes, C         5         100%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         2           Velk, D         5         100%         1         100%         0         0%         4         50%         2	Harris, C	3	60%	0	0%	1	50%	4	50%	4
Powell L         3         60%         1         100%         0         6%         4         50%         4           Restmy_J         4         60%         1         100%         0         0%         5         62%         3           First, G         2         26%         0         0%         0         0%         6         25%         6           Thomas, C         5         100%         1         100%         0         0%         6         25%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         4           Volk, D         5         100%         1         00%         0         0%         4         50%         4	Powell L         3         60%         1         100%         0         6%         4         50%         4           Restmy_J         4         60%         1         100%         0         0%         5         62%         3           First, G         2         26%         0         0%         0         0%         6         25%         6           Thomas, C         5         100%         1         100%         0         0%         6         25%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         4           Volk, D         5         100%         1         00%         0         0%         4         50%         4	Hatcher, J	5	100%	0	0%	0	0%	5	62%	3
Redemy, J         4         80%         1         100%         0         0%         5         62%         3           Text, 0         2         40%         0         0%         0         0%         2         25%         6           Thoma, C         5         100%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         6         75%         2           York, D         5         100%         1         100%         0         0%         6         75%         2	Redemy, J         4         BON         1         100N         0         ON         5         62N         3           Text, O         2         40%         0         0%         0         0%         2         23%         6           Thoma, C         5         100N         1         100N         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         6         75%         2           York, D         5         100N         1         100N         0         0%         6         75%         2										
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Thomas, C         5         100%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         4           York, D         5         100%         1         100%         0         0%         6         75%         2	Thomas, C         5         100%         1         100%         0         0%         6         75%         2           Williams, J         4         80%         0         0%         0         0%         4         50%         4           York, D         5         100%         1         100%         0         0%         6         75%         2										
Williams, J         4         80%         0         0%         0         0%         4         50%         4           York, D         5         100%         1         100%         0         0%         6         75%         2	Williams, J         4         80%         0         0%         0         0%         4         50%         4           York, D         5         100%         1         100%         0         0%         6         75%         2										
York, D 5 100% 1 100% 0 0% 6 75% 2	York, D 5 100% 1 100% 0 0% 6 75% 2										
224946,7 4 80% 0 0% 0 0% 4 80% 4	224984,7 4 80% 0 0% 0 0% 4 80% 4										
			-	00/1		0.4		0.0	-	00.4	

# **Ambulance Attendance:**



reset Date Ranges	2017-01-01	2017-11-12					_	Total Pay	EMS Calls	Total Calls
O Custom Date	Starting Date	Ending Date		Calculate	_ Full	Run Form	Roster	\$375.00	5	36
OToday	Name	# Calls	Points	Rate		Percentage	# Missed	Men	bership Perfor	mance
◯ This Week	Baker, W Chapman, W	2 2	8 8	15	\$30.00 \$30.00	40% 40%	3 3	0	*	0%
C Last Week	Daniels, J Harper, P	3 2	12 8 12	15	\$45.00 \$30.00	60% 40%	2 3	1% To 10	% < 1	0%
This Month	Harris, C Hatcher, J Powell, L	3	12 12 4	15	\$45.00 \$45.00 \$15.00	60% 60% 20%	2 2 4	11% То 20	% 2 < 2	0%
Clast Month	Redway, J Thomas, C	2	8 12	15	\$30.00 \$45.00	40%	3 2	21% To 30	% <3	0% 2
<ul> <li>This Year To Date</li> <li>Last Year To Date</li> </ul>	Williams, J York, D	1	4	15	\$15.00 \$45.00	20% 60%	4 2	31% To 40	% 4 < 4	0% 2
Last Year								41% To 50	< 5	0% 6
								51% To 60		
EMS Roster Count: 11								61% To 70		
Name Rate Baker, W 10								71% To 80 81% To 90		
Chapman, W 8 Daniels, J 7 Harper, P 0 Harris, C 6								91% To 10		
Hatcher, J 6 Powell, L 6 Redway, J 9								P	oints And Rat	es
Thomas, C 7 Williams, J 6								Set P	oints: 4	
York, D 7									Rate: 15	
								Fire Pay	Rate Ambu	lance Rate
								Print Preview	Print	Exit

The **Ambulance Attendance** window lets you access ambulance response attendance records and can list and print data both if your department uses the regular **Fire Pay** method or a special Ambulance Pay-per-call rate.

You switch between the two rates by operating the Pay Rate switch. Fire Pay Rate calculates ambulance pay according to the saved values you assigned for the firefighter's rank in the **Setup** section. Ambulance Rate calculates the pay according to the rates you set up for the Ambulance also in the Setup window.

The window calculates both **Regular Fire Pay** and the **Ambulance Pay**. Select the date periods using the option buttons or pick a custom date by selecting a starting and ending date. The columns can be modified by clicking on the column headings.

Points	And Rates
Set Points:	6
Set Pay Rate:	15
Fire Pay Rate	Ambulance Rate

You can also print out an Ambulance Attendance Report for the selected dates.

	2017-01-01	Ending Date: 20	17-03-26	Total Co	unt: 14 To	tal Pay: \$225.
Name	Calls	Points	Rate	Pay	Percentage	Missed
Baker, W	0	0	15	\$0.00	0%	14
Chapman, W	1	6	15	\$15.00	7%	13
Daniels, J	1	6	15	\$15.00	7%	13
Harper, P	1	6	15	\$15.00	7%	13
Harris, C	1	6	15	\$15.00	7%	13
Hatcher, J	2	12	15	\$30.00	14%	12
Powell, L	1	6	15	\$15.00	7%	13
Redway, J	1	6	15	\$15.00	7%	13
Thomas, C	2	12	15	\$30.00	14%	12
Williams, J	1	6	15	\$15.00	7%	13
York, D	2	12	15	\$30.00	14%	12
Zavala, F	2	12	15	\$30.00	14%	12

#### **Create Maps**



Origin:	93 Porter H	ill, Middlebury CT	Destination:	Four Corners, Middlebury, CT	Map Type Roadmap
istance:	1.4 mi	Duration: 4	mins		Satellite Hybrid
Distance 171 ft 295 ft 0.3 mi 0.1 mi 456 ft	Duration 1 min 1 min 1 min 1 min 1 min 2 mins 1 min 1 min	Directions Head north on Porter Hill Rd toward Wai Turn left onto Water St Slight right onto Wheeler Rd Continue straight onto CT-188 S Turn right noto Tucker Hill Rd Turn left onto CT-64 W - Destination wi		Central Rd Central Rd	Frem Rd y a Dunkin Donuts
Get Dire	ections	Map Origin Map Desti		Ap And Directions Start Address: 93 Porter Hi	9,-73.1067494 2,-73.1083926 II Rd, Middlebury, CT 06762, USA Shopping Center, 600 Middlebury Rd,

Runs and Rosters let's you easily create maps that can give you turn-by-turn directions from your firehouse directly to the call.

Simply type in the destination address in the **Destination** box and press the **Enter/Return** key on your keyboard. Runs and Rosters will immediately generate the turn-by-turn directions to your destination.

It lists the **Distance**, **Duration**, and **Directions** for each turn. It also draws you a map. You can zoom in and zoom out using the slider control. When you double click on a turn listed in the list box, it will redraw the map showing the selected turn.

You can also step to the **Map Origin**, **Map Destination**, or **Get Full Map Outline** by clicking on the appropriate buttons and adjusting the slider.

The **Map Type** can also be customized. The default value is a **Roadmap**, but you can also select **Terrain**, **Satellite**, or **Hybrid** by selecting the appropriate option buttons.

Because Runs and Rosters uses the **Google Maps** engine, you can sometimes just type in a destination by its name and town. If a business is registered with Google, the destination can be quickly located.

The map and directions can then be printed out.

Origin: 93 Porter Destination: Four Com Distance: 1.4 mi Duration: 4 mins Start: 41.53792 End: 41.53772	ers, Middlebury, CT 08,-73.1067494	Control Days
Distance	Duration	Google New Map day 80017 Groups
171 ft	1 min	Head north on Porter Hill Rd toward Water St
295 ft	1 min	Turn left onto Water St
0.3 mi	1 min	Slight right onto Wheeler Rd
0.1 mi	1 min	Continue straight onto CT-188 S
0.8 mi	2 mins	Turn right onto Tucker Hill Rd
456 ft	1 min	Turn left onto CT-64 W - Destination will be on the right

# **Get Directions**



stination: West Lake Rd, Middle	bury CT		Origin: 93 Porter Hill, Middlebury CT Cha	inge Origin	50
irreet Vigin Dr., Middlebury CT Jayberry Terrace, Middlebury CT tronson Br, Middlebury CT anm Rd, Middlebury CT Zentral Rd, Middlebury CT Zubhouse Dr., Middlebury CT Zubhouse Dr., Middlebury CT Zust Rd, Middlebury CT Zrest Rd, Middlebury CT Darothy Dr, Middlebury CT Darothy Dr, Middlebury CT Sayson Rd, Middlebury CT ayson Rd, Middlebury CT eenard Rd, Middlebury CT orbary CT eenard Rd, Middlebury CT orbary CT Anderbury CT Anderb	Distance 66.5 mi 66.0 mi 67.7 mi 67.7 mi 66.9 mi 65.7 mi 66.4 mi 66.4 mi 66.8 mi 66.8 mi 66.8 mi 65.9 mi 65.9 mi 67.2 mi 66.5 mi 66.7 mi 66.7 mi	Duration 1 hour 29 1 hour 29 1 hour 28 1 hour 23 1 hour 24 1 hour 24 1 hour 29 1 hour 28 1 hour 28 1 hour 27 1 hour 27 1 hour 28 1 hour 28	Head north on Porter Hill Rd toward Water St - 1 min - 171 ft Turn left onto Water St - 1 min - 295 ft Slight right onto Wheeler Rd - 1 min - 0.3 mi Continue straight noto CT-188 S - 2 mins - 0.0 mi Turn left onto CT-188 S/CT-64 W - 1 min - 0.6 mi Turn right noto CT-64 W - 2 mins - 1.3 mi Slight right onto Old Woodbury Rd - 1 min - 0.2 mi Turn right onto W Lake Rd - 1 min - 0.2 mi		
South Street, Middlebury CT straits Turnpike, Middlebury CT Three Mile Hill, Middlebury CT Tranquillity Rd, Middlebury CT Tucker Hill Rd, Middlebury CT Vaters Street, Middlebury CT	68.3 mi 64.4 mi 65.9 mi 68.1 mi 65.8 mi 66.5 mi	1 hour 31 1 hour 24 1 hour 27 1 hour 30 1 hour 27 1 hour 28	Distance: 3.6 mi Duration: 8 mins		
Vest Lake Rd, Middlebury CT Wheeler Rd, Middlebury CT White Deer Rd, Middlebury CT Whittemore Rd, Middlebury CT	69.2 mi 66.5 mi 60.0 mi 66.4 mi	1 hour 32 1 hour 28 1 hour 33 1 hour 28	Nu Love Rd		
			Quassapaug	7192,-73.1574798 18549,-73.1581564	

You can create directories of street directions from your firehouse to every street in your town. You don't have to drive around writing down the turn-by-turn directions. All you need to do is click on the "+" button to add a new street address. Type in the **street name, city and state** and click the **Save** button. The street and directions from your firehouse are automatically saved to the database. Use the "-" button to delete a street and directions from the database.

When the street name is recorded, it will be available in other places in the app such as the Run Form window where you enter the street address of the location of the call. Instead of typing the street name in, you can select from a drop-down box.

It will also generate a map that can be displayed in either **Roadmap, Terrain, Satellite, or Hybrid** styles.

This module lets you create printed **Street Direction Directories** that can be placed in apparatus as a reference.

If you respond from more than one firehouse, you can make custom directories for each firehouse. Just type in the address of your satellite firehouse and click the **Change Origin** button. Runs and Rosters will cycle through each street record and recalculate the turn-by-turn directions from this new origin.

To print Street Directories, click the **Print Directory** button. Not only will it print each address and directions from your firehouse, but it will also print the distance and how many minutes it will take to get to the featured street.

R	nightlite Fire Department Street Director	У
Street	Directions	Street Count: 30
Algin Dr. Middlebury CT Distance: 1.0 mi Duration: 3 mins	Head north on Porter Hill Rd toward W Turn left onto Water St 1 min - 295 Sight right onto Wheater Rd - 1 min - Turn right onto CT-188 N - 1 min - 0.1 Turn left onto Algin Dr - 2 mins - 0.2 n	t 0.3 mi 5 mi
Bayberry Terrace Middlebury CT Distance: 2.5 ml Duration: 7 mins	Head north on Porter Hill Rd toward W Turn left onto Water St 1 min - 295 f Slight right onto Wheeler Rd - 1 min - Continue straight onto CT-188 S - 1 m Turn right onto Tucker Hill Rd - 2 mins Continue onto Glenwood Awe - 1 min Turn right onto Colonial Ave - 1 min - Turn left onto 3 Mile Hill Rd - 1 min - C Turn right onto Bayberry Rd - 1 min -	t 0.3 mi in - 0.1 mi - 0.8 mi 0.3 mi 0.3 mi 4.4 mi
Bona Rd Middlebury cT Distance: 2.1 mi Duration: 6 mins	Head north on Porter Hill Rd toward Wi Turn left onto Water St. 1 min - 295 J Slight right onto Wheeler Rd - 1 min - Continue straight onto CT-188 S - 20 Turn left onto CT-188 S/CT-44 W - 0c Turn left onto Bona Rd - 1 min - 0.2 m	t 0.3 mi nins - 0.9 mi ntinue to follow CT-188 S - 1 min - 0.7 m

#### **Press Report Window**



		Runs And Rosters Press Report		
2017-03-01	2017-03-08			Call Count
Starting Date	Ending Date Get Calls			6
			Press Co	ntact List
2017-03-02 2017-03-03 2017-03-03 2017-03-03 2017-03-03	Time Address 08:33 12000 Middlebury Rd 06:01 28177 South Street 08:12 175463 Main StreetNorth 12:12 267652 Algin Drive 17:52 77777 Straits Turnpike 06:12 500 Woodside Heights	Press Narrative Gasoline spill from overfilling vehicle Fire alarm activation in kitchen do to cooking Mutual aid to Woodbury Chimmey fire. The chimney was chained by responding personnel. Elevator rescue. Used key to open stuck door. Lift Assist. Assisted patient who fell on floor back into bed.	ID ^ Contact  I Clark Kent  Lois Lane  Contact Name  Clark Kent	Email clark@dailyplanet.c.m lois@dailyplanet.com Email Address clark@dailyplanet.com

Some fire departments have local newspapers where they send a list of weekly fire calls the department responded to. Runs and Rosters makes this duty extremely easy. Under the **Runs** window in the center and just below the **Narrative box** is the **Press Report Narrative**. Enter a short description of the call as you want it to be read by the public. If it happens to be the same as your regular Narrative, click the checkbox **Same As Narrative**. This information will be saved to the database and used to send the **Press Report**.

Narrative
Carbon monoxide alarm sounding. Metered the house and found a high of 30 ppm in the basement. The house was ventilated with smoke ejectors until reading reach 0 throughout the residence.
Press Report Narrative Same As Narrative
Carbon monoxide call. Residence was ventilated by FD.

The first step is to choose the date range of runs. Click the **Starting Date** and **Ending Date** buttons and select each date from the calendar. Then click on the **Get Calls** button. Runs and Rosters will search the database for all runs within the date range and display them in the list box.

2017-03-01	2017-03-08		Call Cou
Starting Date	Ending Date Get Calls		Can coc
	• • • • • • • • • • • • • • • • • • • •		Press Contact List
2017-03-03 06:01 2017-03-03 08:12 2017-03-03 12:17 2017-03-03 17:52	Adress 12000 Middlebury Rd 281777 South Street 175483 Min Street North 267652 Algin Drive 27777 Strist Turnpike 500 Woodside Heights	Pres Narative Fire Calls For Dates Between 2017-03-01 And 2017-03-08 2017-03-02 06:33 12000 Middlebury Rd Gasoline spill from overfilling vehicle 2017-03-03 06:12 81777 South Street Fire alarm activation in kitchen do to cooking 2017-03-03 08:12 175463 Main Street North Mutual aid to Woodbury 2017-03-03 08:12 175463 Main Street North Mutual aid to Woodbury 2017-03-03 01:22 7772 Straits Turnpike Elevator rescue. Used key to open stuck door. 2017-03-06 06:12 500 Woodside Heights Lift Assist. Assisted patient who fell on floor back into bed. Sent From Knightlite Fire Department	ID- Contact     Email       I     Carly Kent     Carly Bellyplanet.com       2     Lois Lane     Iois@dailyplanet.com       +     -       Contact Name     Email Address       Clark Kent     clark@dailyplanet.com

Once the calls are listed, you can then view how they will appear in the email message to the press. Click on the **View Email Text** and the report will appear over the list box. You can edit the email in this box and make changes if you wish. Click the **Hide Email Text** to return to the regular view.

Next, select the reporter you would like to send the press report to. You can add a reporter's name and email by clicking on the "+" button and adding the contact information. Click the **Save** button to save the reporter's name and email address to the database.

To send the email to the reporter, highlight the reporter's name and email address in the list box and click the **Send To Email** button. That will take you to the **Email Sending** section of the app where you will see the email message in the **Message Body** and the reporters' name on top in the **Roster Name** and **Destination** boxes. Click the **Send To Selected** button to send your email. You can then go back to the Press Report window and select another reporter and repeat the process.

Aethod:	Roster Name:	Clark Kent	Destination:	clark@dailyplanet.com	Count: 28
Send E-Mail O Send Text 💿 Send Both	Roster Name	Address		and the second se	
Send E-Mail 🔘 Send Text 📑 Send Both	Baker, W	baker@knightlitefin	t.com	All	
	Baker, W	2035551212@vte	d.com		
All Officer O Driver O Voter	Chapman, W	chpman@knightlite		Message Subject:	
All Officer O Driver O voter	Daniels, J	jessie@knightlitefin			
Med Cert. Volunteer	Daniels, J	2036952979@vte		Fire Calls Between The Dates Of 2017-03-01 And	2017-03-08
	Harper, P	firefighter@nowher			
Chief	Harper, P	2031112233@vte		Salutation: Greetings	
	Harris, C	charles@email.com		and the second	
Deputy Chief	Hatcher, J Hatcher, J	hatcher@knightlite 2035551212@vte		First Name Sirst And Last Name	ne 🔵 None
	Powell, L	heremail@somewh			
Assistant Chief	Powell, L	2035551212@vte		Message Body: Press	
Assistant Criter	Redway, J	james@knightlitefin		Fire Calls For Dates Between 2017-03-01 And 201	7-03-08
	Thomas, C	curtis@knightlitefin			
Captain	Williams, J	Jas@knightlitefire.c		2017-03-02 08:33 12000 Middlebury Rd Gase	oline spill from
	York, D	dan@knightlitefire.e		overfilling vehicle	
Lieutenant	Zavala, F	frank@knightlitefire			
				2017-03-03 06:01 281777 South Street Fire a	larm activation in
Firefighter				kitchen do to cooking	
ritenginer					
				2017-03-03 08:12 175463 Main Street North	Mutual aid to
Probationary Firefighter				Woodbury	
				2017-03-03 12:17 267652 Algin Drive Chimne	au fire. The chimpeu
Honarary Member				was chained by responding personnel.	sy me. The chimney
Pionarary Member				was changed by responding personnel.	
and the state of the				2017-03-03 17:52 77777 Straits Tumpike Eler	vator rescue. Used
Junior Firefighter				key to open stuck door.	
EMT				2017-03-06 06:12 500 Woodside Heights Lift	Assist, Assisted
				patient who fell on floor back into bed.	
				Sent From Knightlite Fire Department	
	and the second se				
					the second s
Socket: smtp-pulse.com Port:	465 Return Ad	dress: car@redway.com		Bytes S	ent
Jsername: car@redway.com Pass	sword:		Authenticat	te Send To Selected Send List	Reset Exit

		Starting Date: 2017-03-01	Ending Date: 2017-03-08
Date 2017-03-03	Time 06:01	Address 281777 South Street	Press Narrative Fire alarm activation in kitchen do to cooking
2017-03-03	05.01	20177 3000 3000	
2017-03-02	08:33	12000 Middlebury Rd	Gasoline spill from overfilling vehicle
2017-03-03	08:12	175463 Main Street North	Mutual aid to Woodbury
2017-03-03	12:17	267652 Algin Drive	Chimney fire. The chimney was chained by responding personnel.
2017-03-03	17:52	77777 Straits Turnpike	Elevator rescue. Used key to open stuck door.
2017-03-06	06:12	500 Woodside Heights	Lift Assist. Assisted patient who fell on floor back into bed.

You can also print out your **Press Reports** by clicking the **Print** button.

# **Training Records**



Drill ID	Trainin	g Title:				Training Date	Location:				Me	mber Count:	QR	Count:	Record C	ount
1	Hoistin	g Tools An	d Equipment			2017-03-0	7 Fire HQ				Pass	4		10		8
Starting Time		0:00	Ending Time:	12:00	Hou	urs: 2.00	NE	PA Standa	rd: NF	FPA 1001			Memi		Pass	
Critical Saf Poir	fety nts:	Safeties ti	g under hoisting ied into hitch or k working above gr	not. Edge protec					R#: 5.	1.2	Member Hatcher, J Powell, L		Bake Chap Dani Harp	oman, W els, J	Pass Pass Pass Pass	5
Та			ned tools and equ knot or hitch.	uipment a minimu	um of 10	0 feet using		so	G:		Test, G York, D			r, S vay, J	Pass Pass Pass	5
Equip			met, axe, pike pol nd utility rope.	e, exhaust fan, 1	4 foot l	adder, 50 foot	Category: Save As	Click To Se						nas, C ams, J la F	Pass Pass Pass	5
Appar	ratus: E	ingine 1, T	ruck 1.					ionipioto io		02273			2.040	ia, r	F635	
Member Instru	uctions:		tie knots or hitch ned by instructor.		t tools a	and equipment	Sort Dates 2017-03			ols And Equipme						
Instr. Instru Task Steps	uctions:		members to tie o n of 10 feet off gr		and eq	uipment a	2017-03- 2017-03- 2017-03-	07 Pump 07 Outsi	Part 2 ide Dril	I						
	r helmet	and gloves	s at a minimum w	hen perform evo	lution.		2017-03- 2017-03- 2017-03-	07 Inside		ations 2 ations 1						
Step 2: Sele	ct elevat	ion to hois	t to attain 10 feet	off the ground.			2017-03		g Patie							
Step 3: Place	e tools a	nd equipm	ent in lifting area.													
Step 4: Inclu	udes axe,	pike pole,	roof ladder, smo	ke ejector or und	harged	hoseline.										
Step 5: Loca	ate and d	eploy utilit	y rope from eleva	tion to ground.												
Step 6: The	specific	hitch and o	or knot to hoist fre	om the ground a	rea.											
Step 7: Spot	t tool as	necessary	with running end	of rope.			Charle		End Da	ate.						
Step 8:							Start D	are		Custom Date						
Step 9:							O This	Neek		This Year						
Step 10							Clast	Week	OL	ast Year					Clear L	List

Runs and Rosters has an extensive training section to keep track of members drill attendance. You can also create a library of drills that can be saved and reused later as well as shared with other fire departments.

Click the **New** button to create a new Training Record and give your drill a title. The date will fill in automatically, or you can click on the <u>Training Date</u> button to change the date. Fill in your **Starting Time** and **Ending Time** and the hours will be calculated automatically. Enter the Location where the drill was conducted, and enter the name of the **OIC** (officer in charge).

We use a standard drill sheet format that can be easily modified. All the labels that have **green** text on the screen can be edited by right-clicking with your mouse on the text and making changes to our captions that may better suit your department. Press the **Enter/Return** keys on your keyboard to save the changes.

Fill in all the fields and click the **Save** button to save the drill. If this is a type of drill you want to reuse on another occasion, you can save the drill as a template that can be added to your **Drill Library**.

Before you save the drill as a template, give it a category title so you can better organize your drills. For instance, **Truck Company Operations**. We have added a few default categories that you can use. These default values can be edited or deleted from the **Library** window.

Once you save your drill, you can add the roster to the record so that firefighters will receive credit for the training session. To add a name, **double-click** on the firefighter's name on the box on the left and it will be added to the box on the right. You can grade the firefighter by activating the **Pass** switch if the firefighter completed the drill successfully or turn it off to fail the drill.

You can also use the **QR Scanner** to quickly add firefighters names to the roster, just the same way you use when entering the roster for fire calls.

To start over and clear the list, click the **Clear List** button.

Pass 4	10	8
	Member	Pass/Fail
	Baker, W	Pass
Member	Chapman, W	Pass
Hatcher, J	Daniels, J	Pass
Powell, L	Harper, P	Pass
Test, G	Harris, C	Pass
York, D	Miller, S	Pass
	Redway, J	Pass
	Thomas, C	Pass
	Williams, J	Pass
	Zavala, F	Pass
		Clear List

Once a drill is saved, it will be added to the list of drills in the center of the window. You can quickly locate a drill by scrolling the list box, or you can use the option buttons to narrow your search to a specific date range.

	late To Library	62279
Sort Dates 2017-03-07 2017-03-07 2017-03-07 2017-03-07 2017-03-07 2017-03-07 2017-03-07 2017-03-07	Title Hoisting Tools A Pump Drill Pump Part 2 Outside Drill Inside Operation Tuesday Drill Lifting Patients	s 2
	End Date	
Start Date	Ellu Date	
Start Date All		om Date
-		

# **Printing Drills**

<b>R</b>	Drill Title: Hoisting Tools And Equipment							: 1
Date: 2017-03-	-07 (	DIC: Baker, W	Firefighte	er:				
Start Time:	End Time:	Hours:	Location:	Fire HQ				
			ritical Safety Points:					
No walking under hoisting	g evolution. H	elmets must be worn.	Safeties tied into hitch	n or knot. Edge pro	otection and	safety for	r members	wor
Hoist assigned tools and			Tasks:	bitab				
noist assigned tools and	equipment	a minimum of 10 feet u	sing the proper knot o	or nitch.				
	NFPA S	Standard: NFPA 1001		OSFM: 22	1 to 2-8.24			
		JPR#: 5.1.2		SOG:				
Equipment: Gloves, hele	lmet, axe, pike p	ole, exhaust fan, 14 foot lad	der, 50 foot hoseline, and u	utility rope.				
Apparatus: Engine 1, Tr mber Instructions: Properly lie Instr. Instructions: Instruct mer	e knots or hitche							
mber Instructions: Properly tie	e knots or hitche	and hoist tools and equipme			First	Test	Re-T	est
mber Instructions: Properly lie	e knots or hitche	and hoist tools and equipme Task Steps:			First Pass	Test Fail	Re-T Pass	
mber Instructions: Properly tie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a	e knots or hitche mbers to tie off a minimum whe	and hoist tools and equipme Task Steps: en perform evolution.						
mber Instructions: Property tie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a	e knots or hitche mbers to tie off a minimum whe attain 10 feet of	and hoist tools and equipme Task Steps: en perform evolution.						
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a 3: Place tools and equipment is	e knots or hitche mbers to tie off a minimum whe attain 10 feet of in lifting area.	and hoist tools and equipme Task Steps: In perform evolution. If the ground.	nt a minimum of 10 feet off					
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof	e knots or hitche mbers to tie off a minimum whe attain 10 feet of in lifting area. f ladder, smoke	and hoist tools and equipme Task Steps: an perform evolution. If the ground. rejector or uncharged hos	nt a minimum of 10 feet off					
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof 5: Locate and deploy utility rop	e knots or hilche mbers to tie off a minimum who attain 10 feet of in lifting area. I ladder, smoke pe from elevatis	and hoist tools and equipme Task Steps: In perform evolution. If the ground. ejector or uncharged hos on to ground.	nt a minimum of 10 feet off					
mber Instructions: Properly tie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof 5: Locate and deploy utility rop 6: The specific hitch and or knot	e knots or hilche imbers to tie off a minimum whe attain 10 feet of in lifting area. I ladder, amoke pe from elevati it to hoist from 1	and hoist tools and equipme Task Steps: In perform evolution. If the ground. It ejector or uncharged hose on to ground. the ground area.	nt a minimum of 10 feet off					
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to hoist to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof 5: Locate and deploy utility rop	e knots or hilche imbers to tie off a minimum whe attain 10 feet of in lifting area. I ladder, amoke pe from elevati it to hoist from 1	and hoist tools and equipme Task Steps: In perform evolution. If the ground. It ejector or uncharged hose on to ground. the ground area.	nt a minimum of 10 feet off					iest Fi
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to holist to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof 5: Locate and deploy utility rop 6: The specific hitch and or knol 7: Spot tool as necessary with	e knots or hilche imbers to tie off a minimum whe attain 10 feet of in lifting area. I ladder, amoke pe from elevati it to hoist from 1	and hoist tools and equipme Task Steps: In perform evolution. If the ground. It ejector or uncharged hose on to ground. the ground area.	nt a minimum of 10 feet off					
mber Instructions: Properly lie Instr. Instructions: Instruct mer 1: Wear helmet and gloves at a 2: Select elevation to holet to a 3: Place tools and equipment li 4: Includes axe, pike pole, roof 5: Locate and deploy utility rop 6: The specific hitch and or knot 7: Spot tool as necessary with 8:	e knots or hilche imbers to tie off a minimum whe attain 10 feet of in lifting area. I ladder, amoke pe from elevati it to hoist from 1	and hoist tools and equipme Task Steps: In perform evolution. If the ground. It ejector or uncharged hose on to ground. the ground area.	nt a minimum of 10 feet off					

Once you have created a drill you can print it two ways. The first way is to print the drill as an individual blank sheet for each firefighter. This can be used in the field to check off the various tasks that need to be performed to successfully complete the training exercise.

All the essential steps are preprinted along with the list of **Task Steps**. You just check off **Pass/Fail** for each step.

	Drill Title: Hoisting To	ools And Equipment	Drill ID	: 1
Da	ate: 2017-03-07	Officer In Charge: Baker, W		
Start Time: 1	10:00 End Time: 12:00	Hours: 2.00 Location: Fire HQ		
Critical Safety Po	oints:			
No walking unde working above g	er hoisting evolution. Helmets pround.	must be worn. Safeties tied into hitch or knot. Edge pr	rotection and safety for m	embers
Tasks:				
Hoist assigned to	ools and equipment a minimur	m of 10 feet using the proper knot or hitch.	Roster Baker, W	Score
NFPA St	andard: NFPA 1001	OSFM: 221 to 2-8.24	Baker, W Chapman, W Daniels, J Harper, P	Pass Pass Pass Pass
	JPR#: 5.1.2	SOG:	Harris, C Miller, S	Pass Pass
Eminment			Redway, J Thomas, C	Pass Pass
Equipment: (	Gloves, heimet, axe, pike pole, exhau	ast fan, 14 foot ladder, 50 foot hoseline, and utility rope.	Williams, J	Pass
Apparatus: E	Engine 1, Truck 1.	ast fan, 14 foot ladder, 50 foot hoseline, and utility rope.	Williams, J Zavala, F	Pass Pass
Apparatus: E	Engine 1, Truck 1. Properly tie knots or hitches to safely		Williams, J	Pass Pass
Apparatus: E	Engine 1, Truck 1. Properly tie knots or hitches to safely	hoist tools and equipment as assigned by instructor.	Williams, J	Pass Pass
Apparatus: # nber Instructions: # nstr. Instructions: # Task Steps:	Engine 1, Truck 1. Properly tie knots or hitches to safely	hoist tools and equipment as assigned by instructor.	Williams, J	Pass Pass
Apparatus: 1 hber Instructions: # nstr. Instructions: # Task Steps: 1: Wear helmet and	Engine 1, Truck 1. Property tile knots or hitches to safely Instruct members to tile off and hoist t	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground.	Williams, J	Pass Pass
Apparatus: E Inber Instructions: F Instr. Instructions: F Task Steps: 1: Wear helmet and 2: Select elevation to	Engine 1, Truck 1. Property tie knots or hitches to safely Instruct members to tie off and hoist t gloves at a minimum when perform	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground.	Williams, J	Pass Pass
Apparatus: E nber Instructions: P nstr. Instructions: N Task Steps: 1: Wear helmet and p 2: Select elevation to 3: Place tools and eq	Engine 1, Truck 1. Property tie knots or hitches to safely Instruct members to tie off and hoist t gloves at a minimum when perform o hoist to attain 10 feet off the grou	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. revolution.	Williams, J	Pass Pass
Apparatus: 1 hber Instructions: P nstr. Instructions: P Task Steps: 1: Wear helmet and 2: Select elevation to 3: Place tools and ec 4: Includes axe, pike	Engine 1, Truck 1. Properly lie knots or hitches to safely Instruct members to lie off and hoist 1 gloves at a minimum when perform o hoist to attain 10 feet off the grou guipment in lifting area.	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. evolution. ind.	Williams, J	Pass Pass
Apparatus: E inber Instructions: A mstr. Instructions: A Task Steps: 1: Wear helmet and 2: Select elevation to 3: Place tools and eq 4: Includes axe, pike 5: Locate and deploy	Engine 1, Truck 1. Properly tile knots or hitches to safely instruct members to tile off and hoist t gloves at a minimum when perform o hoist to attain 10 feet off the grou guipment in lifting area. a pole, roof ladder, smoke ejector or	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. revolution. and. uncharged hoseline. nd.	Williams, J	Pass Pass
Apparatus: E Inber Instructions: F Instr. Instructions: F Task Steps: 1: Wear helmet and 2: Select elevation to 3: Place tools and equi- 4: Includes axe, pike 5: Locate and deploy 6: The specific hitch	Engine 1, Truck 1. Property tie knots or hitches to safely instruct members to tie off and hoist 1 gloves at a minimum when perform o hoist to attain 10 feet off the grou guipment in lifting area. 1 pole, roof ladder, smoke ejector or y utility rope from elevation to grou	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. revolution. and. uncharged hoseline. nd.	Williams, J	Pass Pass
Apparatus: E Inber Instructions: F Instr. Instructions: F Task Steps: 1: Wear helmet and 2: Select elevation to 3: Place tools and equi- 4: Includes axe, pike 5: Locate and deploy 6: The specific hitch	Engine 1, Truck 1. Property lie knots or hitches to safely instruct members to lie off and hoist 1 gloves at a minimum when perform o hoist to attain 10 feet off the grou guipment in lifting area. a pole, roof ladder, smoke ejector or y utility rope from elevation to grou a and or knot to hoist from the groun	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. revolution. and. uncharged hoseline. nd.	Williams, J	Pass
Apparatus: E http://www.communication.communication fask Steps: 1: Wear helmet and 2: Select elevation to 3: Place tools and eq 4: Includes axe, pike 5: Locate and deploy 6: The specific hitch 7: Spot tool as neces	Engine 1, Truck 1. Property lie knots or hitches to safely instruct members to lie off and hoist 1 gloves at a minimum when perform o hoist to attain 10 feet off the grou guipment in lifting area. a pole, roof ladder, smoke ejector or y utility rope from elevation to grou a and or knot to hoist from the groun	hoist tools and equipment as assigned by instructor. tools and equipment a minimum of 10 feet off ground. revolution. and. uncharged hoseline. nd.	Williams, J	Pass

The second way to print a Training Report is with the full rosters of attending firefighters. This serves as a permanent training record for the drill.

By having these records, Runs and Rosters can easily calculate how many hours of training each of your firefighters receives. These values can be calculated from the **Training Attendance** section of this application.

# The Drill Library



	26191		- [	٤
EMS Operations Engine Company Operations Fireground Operations	86786	Title Pump Drill Pump Drill Inside Operations 2 Inside Operations 1	Category Engine Company Operations Engine Company Operations Inside Operations Inside Operations	
Inside Operations Outside Operations Rescue Operations Roof Operations Truck Company Operations	91406 193	Tuesday Drill Squad 1 OPS Hoisting Tools And Equipment	Roof Operations Squad Drill Truck Company Operations	
+				
<b>T</b>	-		-	

Writing creative and useful drills is a challenging endeavor. It takes time and well thoughtout planning. So when you create a good one, it would be a great asset to be able to save it and reuse it later or even share it with mutual aid towns. That is why we created a **Training Library** for Runs and Rosters with the idea of writing the drill once and then easily finding it later.

Here is how it works. When you click on the **Training Library** button a window will open and on the left side of the screen you will see a list of **Drill Categories**. We created a few default categories that are shown in the list. You can delete any of the default categories, edit them, or create new ones.

**Delete A Category** - Highlight the category you would like to delete in the **List Of Drill Categories**. Click the "-" button.

**Edit A Category** - Highlight the category and the category will appear in the box above the list. Make any changes you wish, and then click the **Update** button.

Add A Category - Click the "+" button and type in the category name in the provided box. Click the **Save** button.

On the right of the Drill Library, you will see a list of Drill Templates. Each has an **ID**, **Title and Drill Category.** Let's review how these values are created.

Category: Outs	ide Operations
Save As Templ	ate To Library
Nothing selecte	d
Sort Dates	Title
2017-03-30	Water Supply
2017-03-07	Hoisting Tools And Equipme
2017-03-07	Pump Drill
2017-03-07	Pump Part 2
2017-03-07	Outside Drill
2017-03-07	Inside Operations 2
2017-03-07	Inside Operations 1
2017-03-07	Tuesday Drill
2017-03-07	Lifting Patients

In the **Training Records** window in the center of the screen, there is a section where you can add a Drill Template to the **Drill Library**. To do that with the currently displayed training record do the following.

1) Create a new Training Drill and save it.

2) If you want to add the drill to your **Training Library**, click your mouse in the **Category** box and a drop-down menu will appear where you can choose a category. If there is no category to match your drill, click on the **Library** button and add the category to the list.

3) Once you have chosen a **Drill Category**, simply click the **Save As Template** To **Library** button. Your drill will be then saved to the Training Library and can be easily located and loaded as a new drill later.

When a **Drill Template** is created, Runs and Rosters creates a **Template ID** for that drill. What it does is to pick a random number between 1 and 100,000 and assign it to the drill. That way the Drill Template has a distinct number that is unlikely to match any of the other Drill Templates. That makes it easier to share drills between fire departments and significantly lowering the chances of another fire department having the same drill ID

#### Loading A Drill Template For A New Drill

List Of Drill Catigories Load All Drills	List Of Drill Templates 26191	Count 8	
EMS Operations Engine Company Operations Freground Operations Inside Operations Outside Operations Rescue Operations Roof Operations Truck Company Operations	ID         Title           57442         Pump Drill           86786         Pump Drill           12333         Inside Operations 2           3029         Inside Operations 1           91406         Tuesday Drill           193         Squad 1 OPS           20191         Hoist	Category Engine Company Operations Engine Company Operations Inside Operations Roof Operations Roof Operation Squad Drill	<ul> <li>Click on Drill Template Name</li> </ul>
+			
	Print Preview Print Load Drill 1		Click on Load Drill Template

It's easy to locate and load an old drill template to be used for a new drill.

1) Click on the **Training Library** button on the **Main Navigation** window.

2) Click on the appropriate Drill Category in the list box. That will narrow down the search.

3) Select the drill from the list of **Drill Templates**.

4) Click the **Load Drill Template** button. Runs and Rosters will create a new training record and load the drill template populating all the appropriate fields.

All you need to do is enter the **Starting** and **Ending Times**, **OIC**, and the roster of firefighters who attended the drill. That's all there is to it.

#### Import / Export Drill Templates



		- Delete All Templates			- Delete All Template	s
ID	Title	Category	ID	Title	Category	_
14585 26191 3029 12333 77448 12094 57442 86786 4216 193 91406	Hoisting Tools And Equipment Hoisting Tools And Equipment Inside Operations 1 Inside Operations 2 Lifting Patients Outside Drill Pump Drill Pump Drill Pump Drill Pump Drill Squad 1 OPS Tuesday Drill	Ladder Company Operations Truck Company Operations Inside Operations EMS Operations Cutside Operations Engine Company Operations Engine Company Operations Seguad Drill Roof Operation	14585 26191 12333 77448 574466 87466 4216 193 91406	Hoisting Tools And Equipment Hoisting Tools And Equipment Inside Operations 1 Inside Operations 2 Lifting Patients Outside Drill Pump Drill Pump Drill Pump Part 2 Squad 1 OPS Tuesday Drill	Ladder Company Operations Truck Company Operations Inside Operations EMS Operation Outside Operations Engline Company Operations Engline Company Operations Squad Drill Roof Operation	
	>>> EXPORT SELECTED >>>>	>>>> EXPORT ALL >>>>		MPORT ALL <<<< MP	ORT Selected <<<< Exit	_

Runs and Rosters let's fire departments easily share **Drill Templates** by developing a tool for importing and exporting drills. Included in the Runs and Rosters setup is the SQLite database called **Drills.sqlite**. This is a separate database file that can be shared with other fire departments using Runs and Rosters.

When you open the **Training Library** window, you will see at the bottom of the window the Import/Export Drills button. Click on this button, and the Import/Export Drill window will open.

On the left side of the screen is your **Drill Template Library** stored in your Runs and Rosters system. It is stored in your **Roster.sqlite** database file. The box on the right contains the stored Drill Templates from the Drills.sqlite database file. You can import and export drill templates back and forth by using the **Import and Export** buttons.

Export Selected - Exports the current select template to Drills.sqlite database.

**Export All** - Exports all the templates to the Drills.sqlite database.

**Import Selected** - Imports the template from the Drills.sqlite database to your Template Library.

**Import All** - Imports all templates in the Drills.sqlite database to your **Drill Template Library**.

The "-" buttons will delete the currently selected drill template from the designated databases.

You can also delete all templates from each database by clicking on the appropriate **Delete All Templates** button. **Be mindful that this operation cannot be undone. Make sure you constantly back up your system.** 

# **Training Attendance**



eset Date Ranges	2017-01-01 Starting Date	2017-04-01 Ending Date	Ca	lculate	Eull D	un For	m Roster	Total Training Hours 4.00	Total	Drills 10
Custom Date										10
O Today	Name Baker, W	# Drills	Hours 2.00	Points 4	Pass 2	Fail	Percentage # Missed 20% 8	Membership P	erformand	e
C This Week	Chapman, W Daniels, J Harper, P Harris, C	1 2 1 1	2.00 2.00 2.00 2.00 0.00	2 4 2 2 2	1 2 1	00000	10% 9 20% 8 10% 9 10% 9	0% 1 1% To 10% 8	0% < 10%	1
C This Month	Hatcher, J Miller, S Powell, L Redway, J	1	2.00	2 4 2 2	2	0000	10% 9 20% 8 10% 9 10% 9	11% To 20% 5	< 20%	9 14
O This Year To Date	Test, G Thomas, C Williams, J	1 2 1	0.00 2.00 2.00	2 4 2	1 2	0000	10% 9 20% 8 10% 9	31% To 40%	< 40%	14
Last Year To Date	York, D Zavala, F	0 2	2.00	0 4	0 2	00	0% 10 20% 8	41% To 50%	< 50%	14
Member Count: 14								61% To 70%	> 60%	
ame Rate aker, W 10 hapman, W 8								71% To 80%	> 70% > 80%	
aniels, J 7 arper, P 0 arris, C 6								91% To 1009	>90%	
latcher, J 0 tiller, S 6 owell, L 6								Poin	ts	_
ledway, J 9 est, G 6 homas, C 7 Villiams, J 6 ork, D 7 avala, F 7								Set Points:	2	]
								Print Preview Pr	int	Exit

Click on the **Training Attendance** button on the Main Navigation window to access the training attendance records for your department. You can choose between preestablished date ranges, or select a custom date.

You can quickly access the total training hour records of all your members. For those departments utilizing a **Point System**, the application also calculates the total points each member earns for training. Membership performance is also measured.

You can sort records by clicking on the headers at the top of each column in the list box.

Click the **Print** button to print out **Training Attendance Reports.** 

	Starting Date: 2017-01-01	Ending	Date: 2017-	04-01	Drill Co	unt: 10	Total Hours: 4.00
Name	Drills	Hours	Points	Pass	Fall	Percentage	Missed
Baker, W	2	2.00	4	2	0	20%	8
Chapman, W	1	2.00	2	1	0	10%	9
Daniels, J	2	2.00	4	2	0	20%	8
Harper, P	1	2.00	2	1	0	10%	9
Harris, C	1	2.00	2	1	0	10%	9
Hatcher, J	1	0.00	2	1	0	10%	9
Miller, S	2	2.00	4	2	0	20%	8
Powell, L	1	0.00	2	1	0	10%	9
Redway, J	1	2.00	2	1	0	10%	9
Test, G	1	0.00	2	1	0	10%	9
Thomas, C	2	2.00	4	2	0	20%	8
Williams, J	1	2.00	2	1	0	10%	9
York, D	0		0	0	0	0%	10

# **Medical Certification Expiration Dates**

First Name C	ertification License Num.	Exp. Date	Days Left
William     El       Walter     El       Jessie     El       Pam     El       Charles     El       James     Pa       Liza     A-       James     El       Curtis     A-       Jason     El	MT MT MT 20008754 MT 1999-2454 MT 1999-2454 MT 5366252 -EMT CT-99382 MT 94-271626 -EMT MT MT	L1/23/17 11/23/17 12/21/17 9/15/17 11/23/17 9/12/19 9/15/17 4/28/18 2/13/19 2/7/18 2/20/19 2/19/19	236 264 167 236 894 167 392 683 312 690 689

R	Medical Certifi	ication Expiratio	on Dates		
	Within Tim	e Period: 60	Lice	ense Count: 0	
Last Name	First Name	Certification	License Number	Exp. Date	Days Left
Baker	William	EMT		11/23/17	236
Chapman	Walter	EMT		12/21/17	264
Daniels	Jessie	EMT	20008754	9/15/17	167
Harper	Pam	EMT	1999-2454	11/23/17	236
Harris	Charles	EMT		9/12/19	894
Hatcher	James	Paramedic	5366252	9/15/17	167
Powell	Liza	A-EMT	CT-99382	4/28/18	392
Redway	James	EMT	94-271626	2/13/19	683
Thomas	Curtis	A-EMT		2/7/18	312
	Jason	EMT		2/20/19	690



Keeping track of your EMS personnel's certification expiration dates can get confusing for some fire departments. Runs and Rosters makes it easy to track this information. By default, in the **Main Navigation** window, this app will tell you how many members of your department will have medical certification dates expiring within **60 days.** You can adjust the date by entering a new value in this box and clicking the **Recalculate** button.

Medical certification expiration dates are initially recorded under the **Members** section of the app. You can enter the date of expiration, the level of certification, and the license number in this section. The app will automatically calculate how many days before the certification expires.

To access the EMS expiration dates of the entire department, click on the **Medical Certification Exp. Dates** button on the **Main Navigation** window.

A listing of your EMS members will appear and display their names, certification levels, License numbers, expiration date, and finally, days to go before the certification is expired. By default, the application lists the members in ascending order by the days left before their medical certification expires, but you can change this and list members in alphabetical order by clicking on the "Last Name" header at the top of the List box.

You can also modify the report by changing the **Days Away From Expiration** value in the box, and by clicking the **Recalculate** button.

The report can then be printed out and can be posted at the firehouse for your members to see. This feature gives fire departments an advanced warning as to when these certification dates are going to expire.

## **Apparatus Center**



Engine 1 Engine 2 Engine 3		Truck 1		
FD12 Rescue 1	Manufacturer:	Year Manufactured	In-Service Year	AND AND AN AND AND AND AND AND AND AND A
Squad 1 Squad 2	American LaFrance	1995	1995	
Truck 1	Pump Capacity:	Water Tank Size:		
	500 gpm	750 gallons	1	
	Aerial Ladder	Use:		
	-	Notes:		
				Truck Check Tab Labels
]				Section 1
+ -				Section 2
				SCBA
			)	

The **Apparatus Center** is a launching page for the Apparatus section of Runs and Rosters. It displays some general information about your fleet of apparatus and provides some navigation buttons that will send you to other sections.

Runs and Rosters provides many features when it comes to managing your apparatus fleet.

1) Vehicle Checks - Keeps a record of weekly "Truck Checks."

2) Vehicle Check Attendance - Keeps a roster of the firefighters who perform vehicle checks.

**3) Apparatus Equipment Book -** You can create equipment books that will list every piece of equipment on your apparatus. Equipment books are extremely helpful for new members and allow them to become familiar with what is on the apparatus and where it is supposed to go back when taken off.

**4) Compartment Inventory -** Helps firefighters performing weekly truck checks know which tool goes to which compartment on the apparatus.

5) Fuel Log - Keeps track of all the fuel your apparatus uses throughout the year.

The Apparatus Center is also where you setup **Truck Check Labels** that will be used to create tab headings under the vehicle check window.

# **Vehicle Checks**



Engine 1 Engine 2	Engine 1			
Engine 3 FD12 Rescue 1 Squad 1 Squad 2 Truck 1	Manufacturer:       Year Manufactured       In-Service Year         Enter Manufacturer Nam       Enter Year       Enter Year         Pump Capacity:       Water Tank Size:         Enter Pump Capacity:       Enter Tank Size         Use:       Enter Use	Drag Image File To This Box		
Equipment Book	Compartments Vehicle Checks	Update Exit		

Runs and Rosters keeps track of your weekly "**Vehicle Checks"** and can create custom check sheets for each apparatus. Here is how it's done.

The **Vehicle Checks** window has a tabbed box that can access four panels. The first three are editable by you, and the last panel is called **Notes**. The **Notes** area will display random notes about your vehicle check and also displays the problems that were found with the apparatus discovered during the check.

So the first thing you want to do is to establish the names of the three sections of the tabbed panel. Go to the **Apparatus Center** and choose Engine 1 for instance. A blank area will be displayed showing there is no information about Engine 1.

The first thing you should do is obtain a **jpg** image of Engine 1 and drag it to the box that reads **Drag Image File To This Box.** The image will be copied from its original location into the **Pictures** folder of Runs and Rosters. That image will be used in reports.

You can then fill in miscellaneous information about Engine 1 in the spaces provided. Underneath the image of Engine 1, there is a box labeled **Vehicle Check Tab Labels** with three boxes below that. Fill those boxes in with the values you want to assign to the three available tab panels in the **Vehicle Checks** window.

For this case, we chose **Section 1**, **Section 2**, **and SCBA**. Click the **Update** button to save these settings.

# Vehicle Checks



eck ID	Date	Engineer	Starting Time	Ending Time	Hours	Apparatus Name:		Count:	Record Count
4	2017-10-08	Daniels, J	12:00	14:00	2.00	Truck 1		Edit Apparatus 1	5
Ingineers List Of Engineers Baker, W Baker, W Chapman, W							Edi	t All Captions	
	Clear	Daniels, J Harris, C Hatcher, J Thomas, C York, D Zavala, F				Section 1 Section 2	SCBA Notes		
All	Apparatu	s Custom Date		Fuel Level	Full	Tire Pressure RO	OK	Backup Alarm	OK
017-01-			Eng	gine Oil Level	Full	Tire Pressure RI	ОК	Generator Operation	ОК
	All Appa	atus	R	adiator Level	Full	Tire Pressure LOB	OK	Ladder Operation	ОК
This Wee			Power St	teering Level	Full	Tire Pressure LIB	ОК	Honda Generator	Needed Fue
rt Dates	Apparatus ^	Engineer ID		Battery A	ОК	Tire Pressure ROB	ОК	Medical Jump Bag	ОК
017-10-0 017-10-0 017-10-0	8 Engine 3	Daniels, J 4 Baker, W 5 Thomas, C 1		Battery B	ОК	Tire Pressure RIB	ОК	Cut-Off Saw	ОК
17-10-0		Thomas, C 2 Hatcher, J 3	Wate	er Tank Level	Full	Heater/Defroster	ОК	Chainsaw	ОК
			Run Engine	e 15 Minutes	ОК	Lights	OK	Gas Cans	NA
			Tire	Pressure LF	ОК	Wipers	NA	Extrcation Equipment	ОК
			Tire	Pressure RF	ок	Air Horn	ОК	Portable Generator	ОК
			Tire	Pressure LO	ОК	Sirens	ОК	Portable Generator Fuel	Full
			Tin	e Pressure LI	ок	Electronic Siren	ОК	Indian Tanks	ОК
			OK To All	Clear All					
lew			Print Lis						ance Exit

Click on the **Vehicle Checks** button on the **Main Navigation** window Then click on the **New** button. A blank record will come up. Place your mouse in the **Apparatus Name** box, and a drop-down list of your apparatus will appear. Click the apparatus name to make a choice.

The date field will fill in automatically. From the list of **Engineers**, click on a name and it will be transferred to the **Engineer** box. The name you pick will be the main engineer and will appear on the report. You can add additional names to the list.

In the center of the screen, you will see a big box with many text boxes that have no labels. At the top of the large box, there are four tabs. If you labeled these tabs in the **Apparatus Center**, they would have captions in them. If they are all blank except for the one labeled Notes, click on the Apparatus button and name these tabs in the **Vehicle Check Tab** Labels box. I previously labeled **Engine 1** tabs as **Section 1, Section 2**, and **SCBA**.

Runs and Rosters lets you save **36 customized items per tab for a total of 108 separate items** you can track. You will notice that to the left of each blank box there is a blank empty space. If you **right-click** your mouse on that empty space, a text box will pop up. Type in an item that you want to be included in your vehicle check, such as **Fuel Level**. Then tap the **Enter/Return** key on your keyboard to save the label. Continue labeling the various items you want to check for Engine 1. When you have filled up the 36 spaces on the first tab, click the second tab to add more. To see all the captions at the same time, click the **Edit All Captions** button.

All these values will be saved in your database, so every time you perform a vehicle check on Engine 1, those fields will automatically appear.

It's a lot of work to type all these values in, and many of the fields can be used for other engines in your fleet. You can copy these fields to another piece of apparatus by clicking on the **Clone** button. More about this later.

Fuel Level	Full	Tire Pressure RO	NA	Backup Alarm	OK
Engine Oil Level	Full	Tire Pressure RI	NA	Generator Operation	OK
Radiator Level	Full	Tire Pressure LOB	ОК	Ladder Operation	ОК
Power Steering Level	Full	Tire Pressure LIB	ОК	Honda Generator	NA
Battery A	ОК	Tire Pressure ROB	ОК	Medical Jump Bag	NA
Battery B	ОК	Tire Pressure RIB	ОК	Cut-Off Saw	ОК
Water Tank Level	NA	Heater/Defroster	OK	Chainsaw	ОК
Run Engine 15 Minutes	ОК	Lights	OK	Gas Cans	Full
Tire Pressure LF	ОК	Wipers	OK	Extrcation Equipment	ОК
Tire Pressure RF	ОК	Air Horn	ОК	Portable Generator	ОК
Tire Pressure LO	ОК	Sirens	OK	Portable Generator Fuel	Full
Tire Pressure LI	ОК	Electronic Siren	ОК	Indian Tanks	ОК

Once you have created all your field labels. The tough part of the process is over. You can then print out a blank record by clicking on the **Print Blank** button, and take it out to the apparatus floor and do your vehicle check by hand, or take a laptop computer in and do it right in the program.

We created some shortcut keys to make entering data easy.

Press the "[" (Left Bracket Key), and NA will appear in the field. NA means "Needs Attention." That means that the item is not in a ready state and needs further work to restore it back to a ready state. Runs and Rosters will keep track of all the fields that have been filled in with an NA. They will appear on a list under the Notes Tab.

The next shortcut key is the "]" (**Right Bracket Key**) which fills in "**OK**" into the field. The third shortcut is the "'" (apostrophe key) which will fill in "Full" into the field.

So if you need simple information regarding each field that includes NA, OK, or Full, you can use these shortcut keys to make the process of entering data faster. When you click on the shortcut keys, the entry is made, and the app moves you to the next field automatically. You also can enter plain text in these boxes as well.

### **Cloning Vehicle Check Labels**

Copy Labels From	_	Target Apparatus	
Engine 1	То	Engine 2	
Engine 1 Engine 2		Engine 1 Engine 2	
Engine 3		Engine 3	
Truck 1		Truck 1	
Squad 1 Squad 2		Squad 1 Squad 2	
Rescue 1		Rescue 1	
FD12		FD12	
	Perform Cloning O	noration	Exit

After you click the **Clone** button, the **Clone Apparatus Labels** window will open. Click on the apparatus name you want to clone the vehicles labels from in the list box on the left and choose the target apparatus in the list box on the right. In this case, we are cloning Engine One's labels and copying them to Engine 2.

Press the Perform Cloning Operation button to complete the process. When you return to the **Vehicle Checks** window click on Engine 2 from the Apparatus Names box, you will see that all the labels from Engine 1 have been copied to Engine 2.

You can then go in and **right-click** on the labels that need to be changed to reflect the equipment and supplies that may be different on Engine 2. This is a far easier process than having to type each item in for each apparatus.

It may take a little while to set this section up, but you need only do this once. If the equipment changes at any time, simply edit these labels.

#### **Creating Vehicle Check Reports**

Runs and Rosters can print out blank **Vehicle Check** forms that you can take out onto the apparatus floor to perform the checks.

You can then copy the data back to the computer after. Knightlite added a quick way to enter data for each vehicle check field. You can certainly enter anything you want in any of the fields as long as space allows but if you just want to quickly indicate that an item is okay and present where its suppose to be, or whether an item needs attention, you can use these shortcut keys.

Press the [key on your keyboard and **OK** will fill in the field and immediately move to the next field.

Press the ] key on your keyboard and **NA** (needs attention) will fill in the field and immediately move to the next field.

So if that is all the information you require, you can quickly transfer your written vehicle check sheet to Runs and Rosters in a matter of a minute or two.

The first three tabs of the **Vehicle Check** window are user-defined. The Notes tab is where you can add notes about items that need attention. All the items that are marked an **NA** will be listed in the **Needs Attention** box.

You can then print out a finished report that includes all the information on the **Vehicle Check** form.

000	Apparatus: Truck 1	Date:		Engineer:		Check ID:
	Start Time:		Ending T	ime:	Hou	ns:
Section 1						Needs Atten
Fuel Level		Tire Pressure RO		Backup Alarm		
Engine Oil Level		Tire Pressure RI		Generator Operation		
Radiator Level		Tire Pressure LOB		Ladder Operation		
Power Steering Level		Tire Pressure LIB		Honda Generator		
		Tite Pressure ROB		Medical Jump Bag		-
		Tire Pressure RIB				
Water Tank Level		Heater/Defroster		Chainsaw		
Run Engine 15 Minutes		Lights		Gas Cans		
Tire Pressure LF		Wipersddd		Extrcation Equipment		
Tire Pressure RF		Air www		Portable Generator		
Tire Pressure LO		Sirens		Portable Generator Fuel		
Tire Pressure LI		Electronic Siren		Indian Tanks		
Section 2						
Fire Extinguishers		Confined Space				
High Intensity Lamps		Resuscitator				
Celular Phone		Parsoscillator				
On-Spot Chains						
Foam Eductor						
HazMat Supplies						
		_				
Air Bags						
Life Safety Rope						
Stokes Basket						
Aier Chisel And Bottle						
SCBA						
Scott Pack 1 Pressure		Bottle 17 Pressure				
Scott Pack 2 Pressure		Bottle 15 Pressure				
Scott Pack 4 Pressure		Bottle 9 Pressure				
Scott Pack 5 Pressure		_				
Scott Pack 6 Pressure		_				
Scott Pack 7 Pressure						
Scott Pack 8 Pressure		_				
Bottle 16 Pressure Bottle 19 Pressure		_				
Bottle 8 Pressure		_				
Bottle 12 Pressure		_				
Bottle 22 Pressure						
Notes						

Contraction of the local division of the loc	Apparatus: Truck 1	Date: 2017	-03-14 Engineer: Baker, W		Check ID: 1
	Start Time: 0	9:00	Ending Time: 10:00	Hours:	1.00
Section 1					Needs Attention
Fuel Level	OK	Tire Pressure RO OK	Backup Alarm C	ж	Generator Operatio
Engine Oil Level	OK	Tire Pressure RI OK	Generator Operation	A	Honda Generator
Radiator Level	OK	Tire Pressure LOB OK	Ladder Operation	ж	Chainsaw Gas Cans
Power Steering Level	ок	Tire Pressure LIB OK	Honda Generator	A	HazMat Supplies Honda Generator
Battery A	OK	Tire Pressure ROB OK	Medical Jump Bag	ж	
Battery B	ок	Tire Pressure RIB OK	Cut-Off Saw	ж	
Water Tank Level	Full	Heater/Defroster OK	Chainsaw P	A	
Run Engine 15 Minutes	ок	Lights OK	Gas Cans M	A	
Tire Pressure LF	ок	Wipers OK	Extrcation Equipment	ж	
Tire Pressure RF	ок	Air Horn OK	Portable Generator	ж	
Tire Pressure LO	ок	Sirens OK	Portable Generator Fuel	ж	
Tire Pressure LI	ок	Electronic Siren OK	Indian Tanks	ж	
Section 2					
Fire Extinguishers	ок	Confined Space OK			
High Intensity Lamps	ок	Resuscitator OK			
Cellular Phone	ок				
On-Spot Chains	ок				
Foam Eductor	ок				
HazMat Supplies					
Ice Suit					
K12 Saw					
Air Bags					
Life Safety Rope					
Stokes Basket	ок				
Aier Chisel And Bottle	ок				
SCBA					
Scott Pack 1 Pressure		Bottle 17 Pressure			
Scott Pack 2 Pressure		Bottle 15 Pressure			
Scott Pack 4 Pressure		Bottle 9 Pressure			
Scott Pack 5 Pressure					
Scott Pack 6 Pressure					
Scott Pack 7 Pressure					
Scott Pack 8 Pressure					
Bottle 16 Pressure					
Bottle 19 Pressure					
Bottle 8 Pressure					
Bottle 12 Pressure					
Bottle 22 Pressure					
Notes					

## **Searching Vehicle Check Reports**



All	Appara	tus Custom	Date
2017-01-0	1 2017-	12-31	
	All App	paratus	
O This Week	O This Mo	onth  This Y	'ear
Cast Week	C Last Mo	onth 🔿 Last Y	'ear
Sort Dates	Apparatus	Engineer	ID
2017-10-14	Engine 3	Chapman, W	4
2017-10-14	Engine 2	Thomas, C	9
2017-10-14		Chapman, W	10
2017-10-06		Daniels, J	6
2017-09-18	-	Baker, W	11
2017-09-14		Chapman, W	3
2017-09-14		Daniels, J	5
2017-09-06	Engine 3	Thomas, C	7
		-	

Runs and Rosters makes it easy to search for specific **Vehicle Check Reports**. All the vehicle checks appear in the list box. You can select vehicle checks that were performed by **This Week**, **Last Week**, **This Month**, **Last Month**, **This Year**, **Last Year** or **enter a custom date range**.

To load a Vehicle Check, double-click on the listing in the list box

### Vehicle Check Attendance



eset Date Ranges	2017-01-01	2017-04-04			Vehicle Check Pay	Total Checks
O Custom Date	Starting Date	Ending Date	Calculate	Full Run Form Roster	\$91.00	6
Custom Date Custom Date Custom Date Custom Date Last Week Last Week Last Month Cast Month Last Month Last Year To Date Last Year Member Count: Baker, W Chapman, W B Daniels, J 7 Harris, C 6 Hatcher, J 0 Thomas, C 7 York, D 7 Zavala, F 7	Name Baker, W Chapman, W Daniels, J Hartis, C Hatcher, J Thomas, C York, D Zavala, F	Checks 2 1 3 2 1 2 1 1 1	Points 8 4 12 8 4 4 4 4 4	Rate         Pay           7.00         \$14.00           7.00         \$21.00           7.00         \$14.00           7.00         \$1.00           7.00         \$7.00           7.00         \$1.00           7.00         \$1.00           7.00         \$1.00           7.00         \$1.00           7.00         \$1.00	11% To 20%       4         21% To 30%       3         31% To 40%       3         41% To 50%       1         51% To 60%       6         61% To 70%       7         71% To 80%       9         81% To 90%       9         91% To 1003       9         Points And Set Points: 4         Set Pay Rate: 70%	0%

It's easy to track firefighters who do vehicle checks. You can track over a variety of time periods and easily search between two date ranges by clicking the appropriate option buttons, or by manually entering a **Starting** and **Ending Date**.

The list box displays the firefighter's name, how many vehicles checks the firefighter performed during the date range, the points earned the rate firefighters are paid (if any) for doing the check, and finally the total pay. The window also calculates the total pay added up from all the vehicle checks performed during the period.

If your fire department does pay a per-vehicle check pay, you can assign one of two values.

1) Standard Rates - uses regular fire pay for a percall rate.

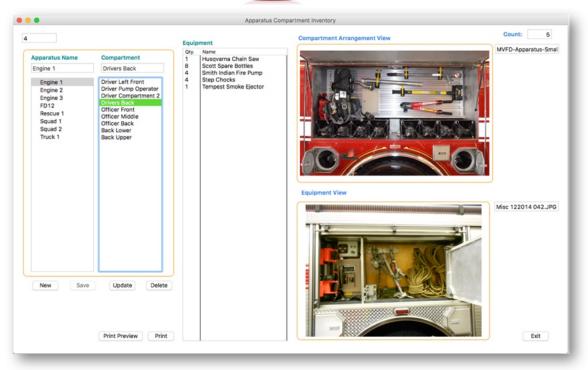
2) Set Rate - Lets you assign a set rate for doing a vehicle check that's equal for all firefighters no matter what their status or rank is. If you use the Set Rate option, activate the switch and enter the dollar amount

Print out the report by clicking on the **Print** button.

	Knightlite Fire Departme	nt Truck Check Pay		
R	Starting Date: 2017-01-01	Ending Date: 2017-04-04	Count: 6	Total Pay: \$89.00
Name	Vehicle Checks	Points	Rate	Truck Check Pay
Baker, W	2	8	10	\$20.00
Chapman, W	1	4	8	\$8.00
Daniels, J	3	12	7	\$21.00
Harris, C	2	8	6	\$12.00
Hatcher, J	1	4	0	\$0.00
Thomas, C	2	8	7	\$14.00
York, D	1	4	7	\$7.00
Zavala, F	1	4	7	\$7.00

## **Compartment Inventory**





Runs and Rosters helps keep track of all of the inventory equipment you store on the apparatus. You do that in two ways.

1) By creating designated compartments for each piece of apparatus.

2) By creating an **Equipment Book** that assigns equipment to specific compartments.

The first thing you want to do is to define your compartments. Open the **Compartment Inventory** window. In the list box on the left, you will see a list of all your apparatus. To create compartments for each piece of apparatus follow these instructions.

- 1) Click on an apparatus name.
- 2) Click the **New** button.
- 3) Add the name of a compartment on your rig.

For instance, you click on Engine 1 in the list of apparatus. You then click the **New** button and type in **Pump Operators Compartment.** 

4) Click the **Save** button.

That's it. On the list of compartments to the right, you will see that the Pump Operators Compartment has been added to the list.

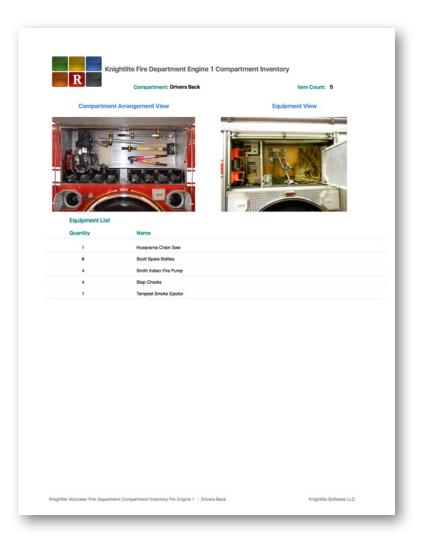
Repeat the process for each of the other compartments on Engine 1.

You can also add images to show what is in the compartment. We gave you two different views.

1) A **Compartment Arrangement View.** Take a photo and drag the image file to the placeholder to save.

2) You can move all the equipment out of the compartment and lay it on a salvage cover to take an **Equipment View picture**, then drag that folder to the placeholder.

## **Printing Compartment Inventory**



If you want to print a report of all the equipment that is supposed to be in a particular compartment, click on the Print button. The report will print:

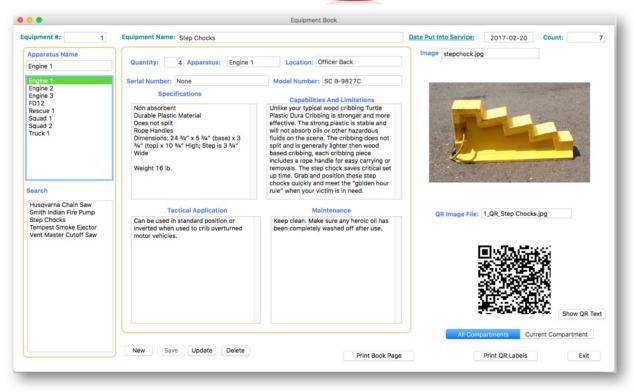
- 1) The Apparatus Name
- 2) The Compartment Name.3) The number of items in that

compartment.4) Pictures of the CompartmentArrangement View and the EquipmentView if you included them.

It will also print out the complete list of equipment in the compartment in alphabetical order.

### **Apparatus Equipment Book**





Runs and Rosters let's fire departments create **Apparatus Equipment Books**, an idea described in **Daniel Shaw and Douglas Mitchells'** *25 To Survive* text published by Fire Engineering. The basic idea is to create what they call a **"Combat-Ready Apparatus Equipment Book** that provides firefighters with a detailed synopsis of every piece of equipment carried on their apparatus. Each member can then have access to a comprehensive, informative reference. A valuable reference for new members.

The **Apparatus Equipment Book** starts back in the **Compartment** section where the apparatus compartments are identified. Each piece of equipment carried on the apparatus is described in the Equipment Book and also assigned to a compartment on the apparatus.

To add a record **first click on the apparatus name the equipment will be assigned to from the list box**. Then click the **New** button. Fill in the **Equipment Name**, the **Quantity**, and the **Apparatus Name** is already filled in for you. Next, choose the location by clicking on the Location box. A dropdown list of compartments should appear. If nothing drops down, go back to the **Compartment** section and create compartments for this apparatus. The field defaults to the date the record was added to the database. If you know when the equipment was first put into service, you can replace the current date with this date. You can add a serial number and model number if applicable.

Next, you want to do some research about the particular equipment and fill in the following fields:

1) Specifications.

- 2) Capabilities And Limitations.
- 3) Tactical Application.
- 4) Maintenance.

# Drag Image File To This Box



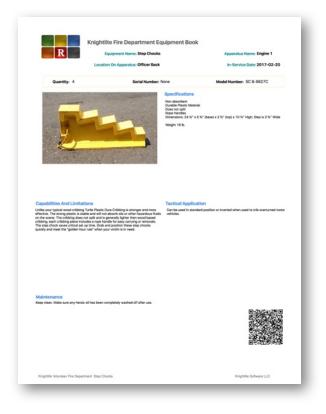
You will also notice that when the record is created a **QR Code** is generated. That QR Code contains important information about the item. When you click on the **Show QR Text** button, you will see what is saved in the QR Code.

This includes: ID# and Quantity. Name of equipment. Apparatus name the equipment belongs on. Location on the apparatus (compartment). Serial Number Date Added

Click on the **Hide QR Text** button to hide the text and regenerate the QR Code.

	and the
4	
12-	
and the state of the second state	and the second of the second of the
	14/10
QR Image File: 1_QR_Step Chock	s.jpg
ID #: 1 Qty: 4 Name: Step Chocks	s,jpg
ID #: 1 Qty: 4 Name: Step Chocks Apparatus: Engine 1 Location: Officer Back	s.jpg
ID #: 1 Qty: 4 Name: Step Chocks Apparatus: Engine 1	rs.jpg
ID #: 1 Qty: 4 Name: Step Chocks Apparatus: Engine 1 Location: Officer Back Serial Number: None	s.jpg
ID #: 1 Qty: 4 Name: Step Chocks Apparatus: Engine 1 Location: Officer Back Serial Number: None	ts.jpg

## **Printing Apparatus Equipment Book**



## **Printing Equipment Labels**

Final Parameter<td

Once you have created your **Apparatus Equipment Book** records, you can print them out and bind them together to form a comprehensive reference for the apparatus.

The Equipment Book page has all the stored information about the item including the image of the item and it's corresponding **QR Code**.

Treasure Treasure	5520" Una Annya Interplate Stor Anno Template a horiman
20 1* 23% instat 150 labels : 50 phoets	AVERY
White WeatherProof	
	Laser
Address Labels	5520-

		8
	_	
		57

You can also use the information stored in your **Equipment Book** to print out **QR Code Labels** that can be affixed to your equipment so that firefighters can easily identify the equipment, apparatus it came off of, and the compartment it should go back in.

Avery makes weather proof address labels that can print out using a laser printer. Runs and Rosters can print to these weatherproof labels.

You can print these labels out two ways.

**1) All Compartments** - Will print out every single label you have stored in that apparatus.

**2) Current Compartment** - Will print out labels for equipment in the currently selected compartment.





paratus Name: uck 1	Date	2017-03-27		_	ineer: ris, C			Record Count 9
-			Mileage:		100		Total	s For Period
							Gallons Gasoli	ne: 116.50
	I Loc	Gallons	Gasoline:		10		Gallons Die	sel: 155.00
	LUC	Gallo	ons Diesel:		20		Gallons Total Fu	uel: 271.50
		Tot	al Gallons:		30		Total Milea	ge: Not Calculated
							Ali Apparatu:	s Totals Apparatus
Date Apparatus	Mileage	Engineer	Gasoline	Diesel	Total	ID	- Appulate	
2017-03-27 Engine 3	12060	Chapman, W	10	10	20	10	All Apparatus	
2017-03-27 Truck 1	12100	Harris, C	10	20	30	11		
2017-03-19 Engine 3	12045	Harris, C	20	20	40	9		
2017-03-18 Engine 1	12121	Daniels, J	20	20	40	1		
2017-03-18 Squad 2	12000	Chapman, W	16		16	5		
2017-03-08 Engine 1	12000	Daniels, J	0	20	20	2		
2017-03-01 Engine 3	12000	Harris, C	20.5	0	20.5	4		
2017-02-14 Truck 1	12000	Harris, C	20	45	65	7		
2017-02-07 Engine 2	14000	Daniels, J	0	20	20	6		
							Start Date	End Date
							2017-01-01	2017-12-31
							All	O Custom Date
							This Week     This Mon	th 💿 This Year
							Cast Week Last Mon	th 🔷 Last Year
New Save Updat	te Delete					Print	t Preview Print Fuel Log	Exit

Runs and Rosters keeps track of the fuel used for both the apparatus and other equipment onboard that utilizes gasoline or diesel. Launch the **Fuel Log** from the **Main Navigation Window**.

#### Adding A Record

- 1) Click on the **New** button.
- 2) Select the Apparatus Name from the drop-down box.

3) The Date Field automatically displays the current date. Click the underlined <u>Date</u> button to select another date from the displayed calendar.

- 4) Enter the Driver/Engineer from the drop-down box.
- 5) Enter the current Mileage of the vehicle.
- 6) **Gallons/Liters** of gasoline pumped for both fuel and gas cans.
- 7 The Gallons/Liters of Diesel.
- 8) Click the **Save** button to save the record.

That's it. Runs and Rosters will calculate the total fuel used automatically. The new record will be added to the list box. You can click on any of the entries in the list box to display the record for editing. If you edit a record, click the **Update** button to save the edited record.

You can search the records in a variety of ways. This is done by selecting the appropriate switch in the segmented control. Records can also be searched by clicking on the desired date range option buttons. You can also search for a custom date by selecting a **Starting** and **Ending Date** from the calendar.

Fuel Log Reports	Registration Fire Department Fuel Log For All Apparatus       Standy Date 2017-01-01     Oning Date 2017-01-01     Table Date 2017-01-01       Standy Date 2017-01-01     Oning Date 2017-01-01     Table Date 2017-01-01       Standy Date 2017-01-01     Standy Date 2017-01-01     Table Date 2017-01-01       Standy Date 2017-01-01     Standy Date 2017-01-01     Table Date 2017-01-01       Date     Agentatus     Millegin     Engineer     Date 2017-01-01       Date     Agentatus     Standy Date 2017-01-01     Table 2017-01-01     Table 2017-01-01
All Apparatus Totals Apparatus All Apparatus	2017-03-27         Tuck 1         12300         Hum, C         10         20         20         10         10           2017-03-19         Engine 3         12305         Hum, C         20         20         40         9           2017-03-19         Engine 1         12121         Dumin, J         20         20         40         1           2017-03-19         Engine 1         12200         Chapman, W         16         16         6           2017-03-06         Engine 1         12000         Dumin, J         0         20         40         1           2017-03-06         Engine 1         12000         Dumin, L         0         20         20         2           2017-03-06         Engine 3         12000         Hum, C         20.8         0         20.5         4           2017-03-01         Engine 3         12000         Hum, C         20.8         0         20.5         4           2017-03-07         Engine 2         14000         Dumink, J         0         20         20         6
<ol> <li>All Apparatus - The default value will list all fuel records for the current calendar year. Click the desired option button to select a different date range.</li> <li>Apparatus - If you want to choose a single vehicle to obtain fuel records, select this switch and choose the apparatus name from the drop-down box.</li> <li>Totals Apparatus - This option will report the total amount of fuel that was pumped for each vehicle in your fleet during a date range. Again, you can search different date ranges. The default setting is the current calendar year</li> <li>All three reports can be printed out by clicking on the Print button.</li> </ol>	<page-header><page-header></page-header></page-header>





	Meeting ID Meeting Title		Meeting Date	Record Count:
Sans Serif 🗧 Normal 🗧 🗄 🖪 🛛 🛛 🖉	4 November Meet	ting 2017	2017-11-15	4
Knightlite Volunteer Fire Department Regular Monthly Meeting Minutes November 8, 2017         Meeting Call To Order The meeting was called to order at 19:00 Hours at Fire Headquarters.         Pledge To The Flag         Members Present:         Officers.         Prodationary Members.         Probationary Members.         Anothly Minutes:         Adoin to accept February Monthly Minutes was presented by S. Miller, and second by L. Powell.         Committee Reports:         Chief Baker gave an update regarding the Truck 1 replacement plans. Tentative meeting with committee planned for April to discuss specifications for new ladder truck. More to follow.	Chapman, W Da Chapman, W Ha Daniels, J Ha Harper, P Po Harris, C Re Hatcher, J Re Hatcher, J Th Powell, L W Redway, J Wi	arris, C 4 2 atcher, J 3 2 well, L 2 2	ort Dates Title 017-11-15 November 017-10-15 October 2 017-03-08 March 20 017-03-08 February I	017 Monthly 17 - Regular M
Scholarship Committee reported they have received 26 eassys from Knightlite High School and are eading them to determine the best two. The two \$1000.00 scholarships will be presented at the (nightlite High School by Chief Baker. Communications:		2017- All This	O Custom Da	te • This Year
Thank you letter from D. York for the gift basket sent to him. Thank you letter from Margaret Waters with a check for \$50.00, a donation. FD12 transported her to the hospital back in February.	Member Count: 12 Add Roster To	Clear List	arch By Keyword:	Last Year

Runs and Rosters keeps track of all your department meetings. The **Minutes** window allows you to create minutes using a **Rich Text Format**. You can also copy and paste your meeting minutes into this window from *Microsoft Word* ® or other word processing application.

1) To create a new meeting record, click on the **New** button.

2) Create a title for your meeting record, such as March 2017 Regular Monthly Meeting.

3) The Date fills in automatically, but you can change this by clicking the <u>Meeting Date</u> button and selecting another date from the calendar.

4) Type or paste in your meeting minutes.

5) Click the **Save** button.

You can then add the membership roster by double-clicking on a member's name in the left list box, and it will transfer to the right list box. You can also scan **QR Badges**, and the member's names will be added automatically.

If you want to have the computer read the meeting minutes back to you out loud, click on the **Read Minutes** button.

You can make changes in the minutes by typing in your changes then clicking on the **Update** button.

#### **Printing Meeting Records:**

Knightlite Volunteer Fire Department Regular Monthly Meeting Minutes March 8, 2017

Meeting Call To Order The meeting was called to order at 19:00 Hours at Fire Headquarters.

#### Pledge To The Flag

#### Members Present:

8 Officers.

4 Regular Members. 2 Probationary Members.

#### Monthly Minutes:

Motion to accept February Monthly Minutes was presented by S. Miller, and second by L. Powell.

#### **Committe Reports:**

Chief Baker gave an update regarding the Turck 1 preplacement plans. Tentitive meeting with committee planned for April to discuss specifications for new ladder truck. More to follow.

Scholarship Committee reported they have received 26 eassys from Knightlite High School and are reading them to determine the best two. The two \$1000.00 scholarships will be presented at the Knightlite High School by Chief Baker.

#### Communications:

Thank you letter from D. York for the gift basket sent to him. Thank you letter from Margaret Waters with a check for \$50.00, a donation. FD12 transported her to the hospital back in February.

#### Unfinished Business:

Annual OSHA training to be held on **Saturday April 1,2017** with a makeup session being held the following weekend. **All members must attend one of the two sessions.** Please contact Chief Baker if you have a conflict with that schedule.

#### Meetings Attendance



Runs and Rosters keeps track of all your department meetings. The **Minutes** window allows you to create minutes using a **Rich Text Format**. You can also copy and paste your meeting minutes into this window from Microsoft Word ® or other word processing application.

1) To create a new meeting record, click on the **New** button.

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If you want to have the computer read the meeting minutes out loud back to you, click on the **Read Minutes** button.

You can make changes in the minutes by typing in your changes then clicking on the **Update** button.

#### **Searching Minutes**

ID Sort D	Dates	Title
3 2017 2 2017	7-04-13	Third Meeting March 2017 - Regular M March Meeting
	eek O	2017-12-31 Custom Date This Month O This Year Last Month Last Year ord: generator

With Runs and Rosters, you can quickly look up past minutes. We have a variety of date range option buttons you can select as well as the ability to search between two custom dates.

You can also search the meeting minutes using **Keywords**. Let's say there was a discussion at a past meeting as to which type of generator was going to be installed on the new rescue truck. There is a disagreement as to what was discussed at the meeting that was held several months prior, but no one can remember which meeting the generator was discussed at. In the past, the department secretary would have to pour over each copy of the minutes and search to find the information.

With Runs and Rosters, all that needs to be done is:

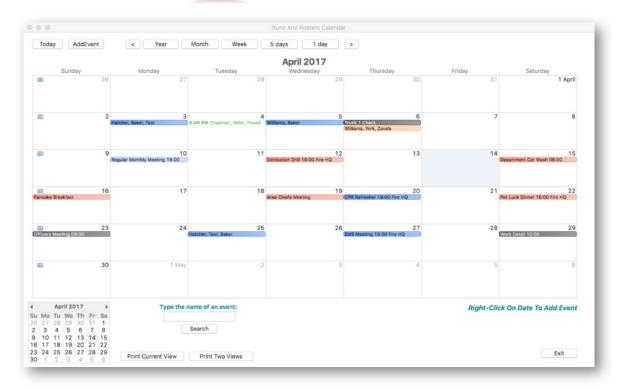
- 1) Check the Search By Keyword checkbox.
- 2) Select the appropriate date range
- 3) Type in "generator" into the box, and hit the Enter/Return Key.

All the meetings in which "generator" appears in the minutes will be displayed in the list box. This greatly reduces the time it takes to locate specific topics that had been discussed in past meetings.

Click on the desired meeting in the list box to display it.

## **Events Calendar**





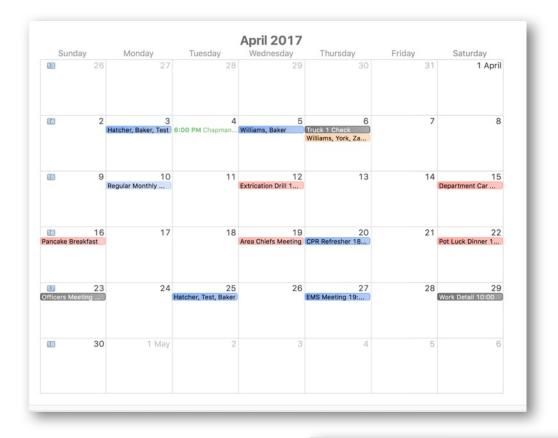
There is an **Events Calendar** that is built in to Runs and Rosters. Click the **Events Calendar** on the **Main Navigation** window to access it. You can keep track of department activities, create an ambulance schedule, or keep a daily planner using this section of Runs and Rosters. The calendar can be displayed by, **Year, Month, Week, 5 Days, and 1 Day.** 

	All day	Repeat every:	1 0 days
	07:00 ~ to 08:30	×	
	✓ Repeat		
Title:	Monthly Meeting	Ends:	Never
location:			After 10 occurences
Description:			On Select Date
		Summary:	Daily

To create a new event, **right-click** on the calendar date and a small window will pop up prompting you to add the title of the event, the location, and description. If you have reoccurring meetings, you can check the **Repeat** checkbox. For example, if your regular monthly meeting is every month on the second Monday of the month, you can create an event that will be marked on the calendar every month. Select **Monthly Relative** from the drop-down menu under **Repeats**. You can also set the occurrences for a set time period or simply select Never, if the event happens every month on a regular basis.

You can also color code each event by picking a color square. Click **OK** to save the record.

#### **Print Calendars**

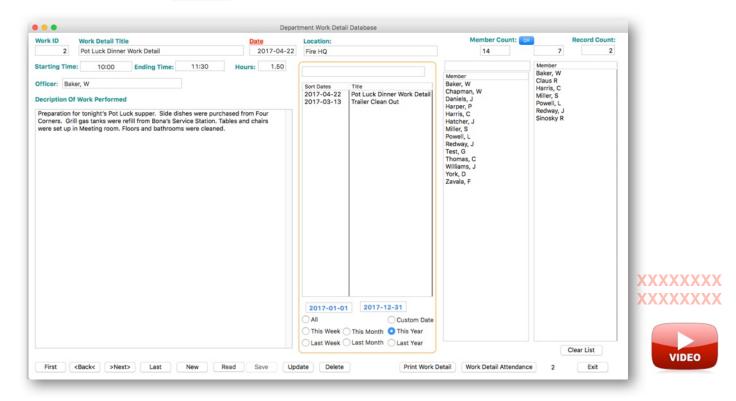


You can print your calendars out in a variety of ways. The calendar print out will depend on which calendar view you select. If you select **Month**, you have a choice of printing the calendar as one month on a sheet, or two months on a single sheet. When printing one month at a time, choose **Landscape** as the page orientation. If you print two months, select **Portrait** from the paper orientation.



## Work Details





Work details are part of fire department routine activities. These work details can be tracked like all other activities in Runs and Rosters.

#### To create a New Work Detail:

1) Click the **New** button.

2) Enter the work detail **Title**. The date fills in automatically. If you want a different date click on the **Date** button underlined in red.

3) Enter the work detail Location.

4) Enter your **Starting Time** and **Ending Time**. Again the **colon (":")** in the time will be filled automatically for you, so you just need to type in the numbers.

5) Enter a **Description Of Work Performed.** 

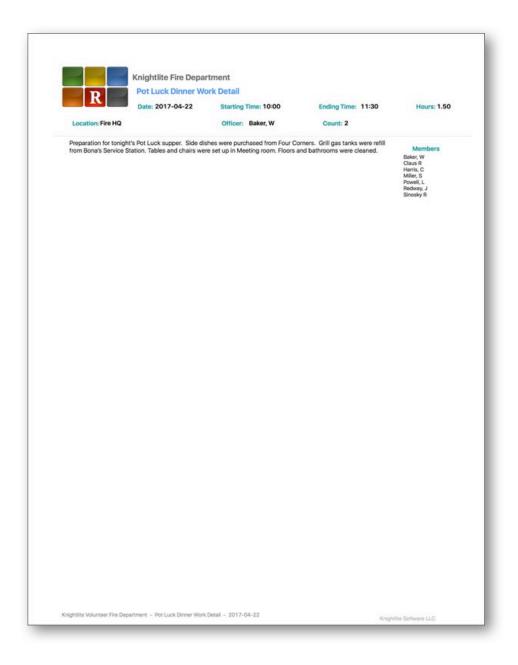
6) Click **Save** to save the record.

You can then enter the roster of firefighters attending the work detail. Double-click a name in the left list box, and it will be added to the list box on the right.

You can also enter names using a QR Scanner as described earlier in this text.

To search for work details, select the appropriate date values using the option buttons and the work details will be listed in the **Work Detail** database list box. Click on a work detail in the list box, and the details will be displayed on the screen.

## **Printing Work Detail Report**



You can print a hard copy report by clicking on the **Print Work Detail** button.

## **Work Detail Attendance**



eset Date Ranges	2017-01-01	2017-11-02					Total Work Detail Hours	Total Work De
O Custom Date	Starting Date	Ending Date	Ca	lculate	This Ye	ear	16.00	6
Today	Name	# Dataile	Hours	Pointe	Percentage	# Mircod	Membership P	erformance
Itoday       This Week       Last Week       This Month       Last Month       Ist Month       Last Year To Date       Last Year To Date       Last Year       Last Year       Mame       Rate       Baker, W       Chapman, W       Baniels, J       7       Harris, C       6       Hatricher, J       6       Powell, L       6	Name Baker, W Chapman, W Daniels, J Harris, C Hatcher, J Powell, L Redway, J Test, Jo Thomas, C Williams, J York, D Zavala, F	# Details 3 4 3 4 3 6 0 3 1 1 3 6	Hours 6.25 10.25 3.25 10.42 9.67 9.00 16.67 9.42 2.00 11.00 16.67	6 8 4 6 8 6 12 0 6 2 2 6	Percentage 50% 50% 66% 33% 50% 50% 50% 50% 50% 100%	# Missed 3 3 2 4 3 2 3 3 0 6 3 3 0	0% 1 1% To 10% 1 11% To 20% 1 21% To 30% 3 31% To 40% 1 41% To 50% 6 51% To 60% 6 61% To 70% 2 71% To 80% 3	
Redway, J         9           Test, Jo         0           Thomas, C         7           Williams, J         6           York, D         7           Zavala, F         7							Set Points: 1	stem
							Print Preview P	rint Exit

**Work Detail Attendance** is easy to track in Runs and Rosters. Like the other attendance sections in this application, you can search for a series of records over a series of different dates.

The attendance records will track the number of work details the firefighter attended, the total number of hours each firefighter spent at the work details, the number of **Points** earned (if your department uses a Point System), the percentage of work details attended, and finally the number of worked details that were missed by the firefighter. You can also get a snapshot of membership performance as well.

These attendance records can then be printed out.

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Knightlite Fire Department Work Detail Attendance

Starting	Date: 2017-01-01	Ending Date: 201	-04-14	Total Hours: 1	Total Count: 1
Name	Details	Hours	Points	Percentage	Missed
Baker, W	1	1.50	2	100%	0
Chapman, W	0		0	0%	1
Daniels, J	1	1.50	2	100%	0
Harper, P	0		0	0%	1
Harris, C	1	1.50	2	100%	0
Hatcher, J	0		0	0%	1
Miller, S	0		0	0%	1
Powell, L	1	1.50	2	100%	0
Redway, J	1	1.50	2	100%	0
Test, G	0		0	0%	1
Thomas, C	0		0	0%	1
Williams, J	1	1.50	2	100%	0
York, D	0		0	0%	1
Zavala, F	0		0	0%	1



The **Vonk Point System Incentive Program** was named after the firefighter who invented it, **Michael von Kannewurff** of the Middlebury Volunteer Fire Department in Middlebury CT. We call him **Vonk** for short for obvious reasons.

Several years ago, to try to retain volunteer firefighters, fire departments tried to institute a pension program. The longer you were a member, the more money you would get when you retired. Many departments tried such programs, but the problem with pension programs is they have to be funded on the front end. So if you have veteran firefighters at the end of their careers, the entire pension fund would be immediately drained. The younger firefighters would be left with pizza money. It wasn't going to work.

Instead, our Chief was able to convince the local selectmen that paying a yearly fixed cost incentive amount was a way to help retain firefighters. The town fathers correctly understood that a moderate fixed yearly rate was far better for the taxpayer than replacing volunteers with paid counterparts.

The trick was how do you pay it out fairly? You can't just give it to everyone. The whole idea was incentive to respond and incentive to remain in the department. You had to have minimum standards that each member would have to meet to get a piece of the pie. So how can you calculate all this? Mike came up with an algorithm that could be calculated using an Excel Spreadsheet that could take all activities into account, plus give extra credit to those who had more years of service. We call it the Vonk formula.

Knightlite has taken Mike's Vonk Formula and created a module of Runs and Rosters that easily calculates all the inputs without having the laborious task of typing each element in for each firefighter one at a time.

In our department, we were given a yearly set amount of **\$30,000.00**. To qualify for the program, you had to earn at least **150 points**. You would then use a constant to adjust points to account for years of service.

Then we assigned the following points:

Fire and Ambulance Calls = 4 points Drills = 2 points. Meetings = 1 point.

### **Configuring The Vonk Incentive Program**

The Vork Incentive Pay Point Point Elements	System - Knightlibe Runs And Rosters II	Include Element Assigned Points	5	
bint clements	Stored Date Range: 0n 2017-01-01 2017-12-31	include Element Plosigned Pointe	• · · · · · · · · · · · · · · · · · · ·	
Include Element Assigned Points On Calls: 4 Number Of Point To Qualify:	Starting Date Ending Date	On Calls: 4	Number Of Point To Qualify:	50
On         Meetings:         1         Funds Available         10           On         Drills:         2         Sum Of All Adjusted Points:         3		Ventioner 1		
	11 The Vonk Formula \$999.99	On Meetings: 1	Funds Available:	1000
	5 5%.	On Drills: 2	Sum Of All Adjusted Points:	381
Off Extra 2 0 Save Settings	Rein Vork Formula     Rein Vork Formula     Tetel Points     Points Verand Offer     Adj. Points     Points Verand Offer	Off Work Details: 0	Total Firefighters:	1
Baker, W         7         2         2         1         2           Chapman, W         7         2         1         0         2         1           Chapman, W         7         2         1         0         2         1         2           Jointéss, J         9         2         1         2         3         3           Harris, C         6         2         1         2         2         2           Powel, L         8         3         2         2         0	Control         Control <t< td=""><td>On Ambulance: 6</td><td>Firefighters Receiving Incentive Pay</td><td>ŧ</td></t<>	On Ambulance: 6	Firefighters Receiving Incentive Pay	ŧ
Backway, J         14         2         1         2         2         0           Therna, G         2         1         1         0         0         0           Thomas, C         11         2         2         0         3         2           Willems, J         6         3         1         1         2         0           Fork, O         10         2         0         0         3         1           Zenals, F         9         2         2         0         3         1	12         12         12         12         12         14         14         15         16<	Off Vehicles: 0	Percentive Receiving Incentive Pay:	45%
		Off Extra 2 0	Save Settin	gs
				-
	Print Preview Print Exit			

Configuring the **Vonk Formula** is quite easy. You have already done 99% of all the hard work by entering the **Membership Information**, **Calls**, **Drills**, **Meetings**, **Work Details**, etc... You can scale the incentive pay using any dollar amount.

To qualify for the **Incentive Pay** your member must be considered a **FULL MEMBER**. That checkbox should be marked under the Members window. Probationary members may not be considered full members yet, and will not qualify for the Incentive Pay unless you want to make them **Full Members**.

Because we have not recorded many activities in our sample fire department, we have lowered the **Points To Qualify** as only **50**. In our department, we normally use **150**.

On the top left corner of the window, you will see seven **Include Element Switches**. Activate the activities that you want the **Vonk Formula** to calculate. For our example we have the following:

Calls (On) = 4 points. Meetings (On) = 1 point. Drills (On) = 2 points. Work Details (Off) = 0 points Ambulance (On) = 6 points. Vehicles (Off) = 0 points. Extra 2 (Off) = 0 Points (This was an extra that we added for later)

To the right, we set the amounts.

#### Number of Points To Qualify = 50 Funds Available = 1000 (\$1000.00 don't include the \$ sign)

You can then click the **Run Vonk Formula** button to run the formula.

int Elements								St	tored Date Ra	nge: On	2017-0	1-01 201	7-12-31
Include Element	Assigne	d Points									Startin	g Date En	ding Date
On	Calls:	4		Number	Of Point T	o Qualify:	50	1					
On Me	eetings:	1			Funds	Available	1000						Total Pay
On	Drills:	2		Sum Of A	II Adjuste	d Points:	381		The Vo	onk For	mula 🖻		\$999.99
Off Work	Details	0			Total Fire	efighters:	11				-	$\rightarrow$	
On Ambu	ulance:	6	Firefight	ers Rece	iving Ince	entive Pay	5						
Off Ve	hicles:	0	Percenti	ve Recei	ving Incer	ntive Pay:	45%						
	Extra 2	0				Sa	ive Settings		Auto Calculat Run Vonk For				
mber	Calls	Meetings	Drills	Work	Ambula	Vehicle	Extra 2 To	tal Points	Qual. Points	Years Of Ser	Adj. Points	Point %	Incentive Pay
iker, W	7	2	2	2	1	2		40	0	32	0		\$0.00
apman, W	7	2	1	0	2	1		44	0	9	0		\$0.00
	9	2	2	1	2	3		54	54	17	63	0.1653543307	
				2	2	2						0.1000040007	\$165.35
rris, C	6	2	1		2	2		40	0	15	0	0.1000040007	\$0.00
well, L	6	3	1	2	2	0		49	0	12	0		\$0.00 \$0.00
nrris, C well, L dway, J	6 8 14	3	1	2	2	0		49 72	0 0 72	12 29	0 0 92	0.2414698163	\$0.00 \$0.00 \$241.47
nris, C well, L dway, J st, G	6 8 14 2	3 2 1	1 1 1	2 2 0	2	0 0 0		49 72 11	0 0 72 0	12 29 0	0 0 92 0	0.2414698163	\$0.00 \$0.00 \$241.47 \$0.00
nris, C well, L dway, J st, G omas, C	6 8 14 2 11	3 2 1 2	1 1 1 2	2 2 0 0	2	0 0 0 2		49 72 11 68	0 0 72 0 68	12 29 0 19	0 0 92 0 80		\$0.00 \$0.00 \$241.47 \$0.00 \$209.97
irris, C well, L dway, J st, G omas, C illiams, J	6 8 14 2 11 6	3 2 1 2 3	1 1 1 2 1	2 2 0 0	2 0 3 2	0 0 2 0		49 72 11 68 41	0 0 72 0 68 0	12 29 0 19 7	0 92 0 80 0	0.2414698163 0.2099737533	\$0.00 \$0.00 \$241.47 \$0.00 \$209.97 \$0.00
irris, C well, L dway, J st, G iomas, C Illiams, J rk, D	6 8 14 2 11	3 2 1 2	1 1 1 2	2 2 0 0	2	0 0 0 2		49 72 11 68	0 0 72 0 68	12 29 0 19	0 0 92 0 80	0.2414698163	\$0.00 \$0.00 \$241.47 \$0.00 \$209.97
rris, C well, L dway, J st, G omas, C lliams, J rk, D	6 8 14 2 11 6 10	3 2 1 2 3 2	1 1 1 2 1 0	2 2 0 0 1	2 0 3 2 3	0 0 2 0 1		49 72 11 68 41 60	0 72 0 68 0 60	12 29 0 19 7 22	0 92 0 80 0 73	0.2414698163 0.2099737533 0.1916010499	\$0.00 \$0.00 \$241.47 \$0.00 \$209.97 \$0.00 \$191.60
rris, C well, L dway, J st, G omas, C lliams, J rk, D	6 8 14 2 11 6 10	3 2 1 2 3 2	1 1 1 2 1 0	2 2 0 0 1	2 0 3 2 3	0 0 2 0 1		49 72 11 68 41 60	0 72 0 68 0 60	12 29 0 19 7 22	0 92 0 80 0 73	0.2414698163 0.2099737533 0.1916010499	\$0.00 \$0.00 \$241.47 \$0.00 \$209.97 \$0.00 \$191.60
niels, J nrris, C well, L dway, J st, G iomas, C iiliams, J rk, D ivala, F	6 8 14 2 11 6 10	3 2 1 2 3 2	1 1 1 2 1 0	2 2 0 0 1	2 0 3 2 3	0 0 2 0 1		49 72 11 68 41 60	0 72 0 68 0 60	12 29 0 19 7 22	0 92 0 80 0 73	0.2414698163 0.2099737533 0.1916010499	\$0.00 \$0.00 \$241.47 \$0.00 \$209.97 \$0.00 \$191.60

You will then see a complete breakdown as to how the money is distributed.

#### We have a total of 11 firefighters.

5 of our firefighters qualified for the **Incentive Pay**.

That means that 45% of the department met the minimum number of points to qualify for the program. Obviously the higher the percentage, the more successful the program is.

If you look at the spreadsheet, you will see each member's total points. If they don't make the minimum number of points, the Vonk Formula stops calculating their numbers.

Those who qualify to keep going, have their **Qualifying Points** calculated for their years of service which will increase their **Adjusted Points** depending on how many years they were a member. The **Point %** number is derived by dividing individual firefighter's **Adjusted Points** by the **Sum Of All Adjusted Points**. The **Adjusted Points** number is then multiplied by their **Point %** which finally determines their **Incentive Pay**.

Incentive Pay Point System - Knightlite Runs And Rosters II

	Stored Date Range: On 2017-01-0	2017-12-31
	Starting D	Date Ending Date
Jalify: 50		
ilable: 1000		Total Pay
oints: 381	The Vonk Formula	\$999.99
ters: 11		
e Pay 5		
e Pay: 45%		
	🗹 Auto Calculate On Change	
Save Settings	Run Vonk Formula	

You will also notice that although we set the **Funds Available** to **1000**, the **Total Pay Box** reports that the actual pay will be **\$999.99**. This is as accurate as we can make it since we set the **Point %** out to 10 decimal points.

If you want to save a set date range such as **2017-01-01 to 2017-12-31**, first turn on the Stored Date Range switch. Then set your two date ranges using the **Starting and Ending Dates**. Next, click the **Save Settings** button.

You can then print the spreadsheet out and post it for all your firefighters to see. If you look at firefighter Powell, you will see that she was only a single point away from qualifying. It may be good practice to regularly post the Incentive Pay report at your firehouse throughout the year as an incentive itself. This may help motivate firefighters to do more, so they do end up qualifying.

The Runs and Rosters Vonk Formula uses many elements built-in to the application to make a fairly complicated task extremely easy to execute as long as you were diligent in setting up Runs and Rosters in the beginning.

Under the **Members** window, checking the **Full Member** box and filling in the **Member Since** with the year the firefighter became a member is critical for accurately using the Vonk Formula.

As stated earlier, the formula can be easily manipulated by changing which activities are used in calculating the incentive pay, as well as the number of points allotted for each activity.

The minimum number of points can be changed as well as the funds available. Our firefighters are fortunate that the town was willing to put up **\$30,000**. But your community may only be able to afford a much smaller amount. In our example, the Knightlite Fire Department only had \$1000 to contribute. The greater the number. The greater the incentive.



Middlebury Volunteer Fire Department Incentive Pay

VOLUNTEER	Sta	rting Date: 2013-07-0	01 Ending	Date: 20	014-05-23	Points	To Quali	fy: 150	Funds Availab	le: \$30000
FIRE DEPT.	Tot	al Firefighters: 65	Qualify	ing Firefi	ghters: 2	3	Partic	ipation Perc	entage: 35%	
Name	Calls	Meetings Drills Work	Ambu. Extra	1 Extra 2	T Points	Q Points	Y Of S	Adj. Points	Point %	Pay
Baylee	6	4	0		28	0	34	0		\$0.00
BlakhwinTT	0	0	0		0	0	0	0		\$0.00
Bernatici. J Bernatici. J	0	0	0		0	0	17	0		\$0.00
BBBBSM	54	2	0		218	218	2	222	0.0213790447	\$641.37
BigitalsMM	0	0	0		0	0	0	0		\$0.00
BroweeBB	16	6	0		70	0	21	0		\$0.00
Brancia	47	8	0		196	196	18	231	0.0222457627	\$667.37
BanelelBB	80	7	0		327	327	10	359	0.0345724191	\$1037.17
BesisiereDD BesisiereDD	94	7	0		383	383	2	390	0.0375577812	\$1126.73
Claintres ////	2	0	0		8	0	21	0		\$0.00
	21	3	0		87	0	10	0		\$0.00
Barassikk	32	9	0		137	0	25	0		\$0.00
Bwwesse	201	9	0		813	813	47	1195	0.1150808937	\$3452.43
Batas	70	7	0		287	287	9	312	0.0300462250	\$901.39
DerstatetisisEE DerstatetisisEE	124	7	0		503	503	53	769	0.0740562404	\$2221.69
Peivinol/M Devino.cl/M	9	6	0		42	0	7	0		\$0.00
EeuociciBB EeuociciBB	2	6	0		14	0	22	0		\$0.00
EzzeraldBB	3	0	0		12	0	6	0		\$0.00
Graddrer SS	12	1	0		49	0	26	0		\$0.00
Contratis J	41	6	0		170	170	8	183	0.0176232666	\$528.70
HadeadBB	3	1	0		13	0	21	0		\$0.00
doees.	0	5	0		5	0	7	0		\$0.00
Joggen, J	37	8	0		156	156	16	180	0.0173343606	\$520.03
KielesBB AlelesBB	56	2	0		226	226	29	291	0.0280238829	\$840.72
KaideasBB	54	9	0		225	225	9	245	0.0235939908	\$707.82
SKiggTT	0	1	0		1	0	21	0		\$0.00
é ekolovalski DB	13	3	0		55	0	26	0		\$0.00
8889KK	0	0	0		0	0	32	0		\$0.00
ango dee	0	0	0		0	0	6	0		\$0.00
NeaghanM	0	5	0		5	0	19	0		\$0.00
Michaelokk	0	0	0		0	0	25	0		\$0.00
Nais BB	146	9	0		593	593	37	812	0.0781972265	\$2345.92
AlsisonEE NalsisonEE	72	1	0		289	289	10	317	0.0305277350	\$915.83
Nelson J	36	4	0		148	0	2	0		\$0.00
NesonSS	82	3	0		331	331	2	337	0.0324537750	\$973.61
	96	7	0		391	391	53	598	0.0575885978	\$1727.66

Legend - T Points = Total Points, Q Points = Qualifying Points, Y Of S = Years Of Service, Adj. Points = Adjusted Points

Middlebury Volunteer Fire Department

Knightlite Runs And Rosters

## The Knightlite Point System



set Date Ranges		2017-01-01		17-04-15									
O Custom Date		Starting Date	En	ding Date		Calculate		Full	Run Fo	orm Roster			
											Include Elemen	Assi	gned Points
Today		Name	Calls	Meetings	Drills	Work D	Ambul	Vehicles	Extra	Totals			4
O This Week		Baker, W	35	2	4		0			41	On 🦳	Calls:	ت ا
-		Chapman, W Daniels, J	35	2	2		6			45 67	On	Meetings:	1
<ul> <li>Last Week</li> </ul>		Harper, P	20	3	2		6			31		meetings	
O This Month		Harris, C	45	2	2		6			55	On	Drills:	2
O This Month		Hatcher, J	50	2	2		12			66		brina.	
O Last Month		Miller, S Powell, L	20	3	4		0			27	Off	Work Details:	
		Redway, J	70	2	2		6			80		Peteris.	
This Year To Da	ite	Test, G	10	1	2		o			13	On	Ambulance:	6
Clast Year To Da	te	Thomas, C	60	2	4		12			78			
		Williams, J	30	3	2		6 12			41 64	Off	Vehicles:	4
Clast Year		York, D Zavala, F	45	2	4		12			63	0		
		Lovero, i		-	-					00	Off	Extra 2:	0
Roster Count	14											Save Settings	
Name	Rate												
Baker, W	10											Total	Max. Points
Chapman, W Daniels, J	8										10000000		
Harper, P	ó										Calls:	18	90
Harris, C	6										Meetings:	3	3
Hatcher, J	0										incomigor		
Miller, S	6										Drills	10	20
Powell, L Redway, J	6 9										Work Details:	1	0
Test, G	0												
Thomas, C	7										Ambulance:	18	108
Williams, J	67										Vehicles:	6	24
York, D Zavala, F	7										venicles:	0	24
	1										Extra:	0	0
											Total: Events:	38	245
	1	1	1										

Some fire departments that do not have an incentive program, but still want to track points can use Knightlite's Point System. It's kind of like the Vonk Formula Lite. It will keep track of the total points a member earns per activity and can be searched using all the same date range search options we have used throughout this application.

You can turn off and on elements using the Include Element switches. You can also set or change the number of points allocated to an activity and save them to your database. **These changes will also reflect in the Vonk Formula.** 

The window also will tabulate the total number of points that could have been earned as well as the total points for all activities.

You can then print out a report that reflects all these values. Click on the column headings to sort the records.

			10		10		
Total Incidents:	18	3	10	1	18	6	38
Maximum Points: Name	72	3	20	0	108	24	227
Baker, W	Calls 28	Meetings 2	Drills 4	Work	Ambulance	venicies	Tota 34
Chapman, W	28	2	2				38
Daniels, J	44	2	4				56
Harper, P	16	3	2				27
Harris, C	36	2	2				46
Hatcher, J	40	2	2				56
Miller, S	16	3	4				23
Powell, L	32	3	2				43
Redway, J	56	2	2				66
Test, G	8	1	2				11
Thomas, C	48	2	4				66
Williams, J	24	3	2				35
York, D	40	2	0				54
Zavala, F	36	2	4				54

#### **Backup Runs and Rosters**





It's extremely important that you make regular backups of your **Runs and Rosters System**. We call it a **SYSTEM** because the application does not just rely on its main executable file and database. It also relies on the many folders associated with it.

It would be confusing to list here all the files and folders that must be backed up to preserve your system properly, so we created an easy Backup Module that will do all the work for you with one simple click of your mouse.

The backup window is launched from the **Toolbar** by clicking on the **Flash Drive Icon**. The backup window will open, and you will see a Make Backup button. Click the button, and a complete backup of your Runs and Rosters System will be created. Depending on how much data you have and the speed of your computer, this may take a minute or so. The backup file will be stored in the Backups folder where the app is installed. Each backup is Dated and Time Stamped.



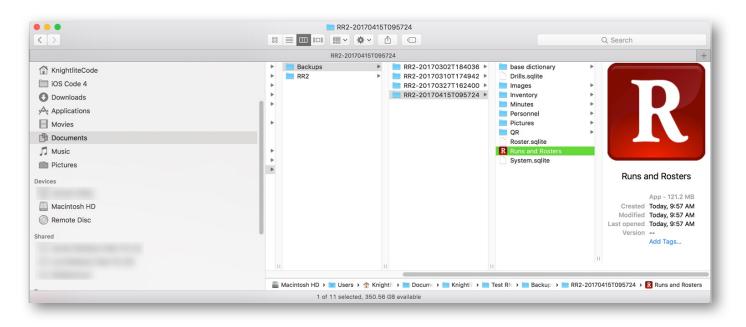
Every time you click on the "Make Backup" button a new complete backup will be created. You can make an unlimited number of backups, each being time stamped with the date and time they were created.

Windows Backup Folders are stored in the following location: C:\Users\Public\Knightlite Software\Runs and Rosters Version 2.0\Backups

Mac Versions are Stored in the following location: **Documents/Runs and Rosters 2.0/Backups** 

Backup copies can then be compressed and transferred to another computer or taken off-site for safety. 98

### **Transferring Runs And Roster System To Another Machine**



In the image above you can see that we have several backup copies of the **Runs and Rosters System**. To copy the entire system to another computer do the following:

1) Copy your backup folder to a flash drive or other portable storage unit.

2) On the new computer, install Runs and Rosters from the installation flash drive that was shipped to you, or off our website.

3) Once installed open the contents of your backup folder and select all the files. Copy or drag these files and folders to the RR2 folder on the new computer.

4) Activate the new copy of Runs and Rosters with Knightlite, and the new system will be ready to use.

hara distance.	>	Backups	
base dictionary Drills.sqlite	· ·		Þ
Images			
Inventory			
Minutes			
Personnel			
Pictures			
QR			
Roster.sqlite			
Runs and Rosters			
System.sqlite			

#### **Password Protecting Runs and Rosters**



Once you have set up and have been using Runs and Rosters for a while, you certainly want to protect it. Backing up your data every time you use it, and storing the backup copy in a secure location is a good way of doing this. There are various cloud services as well as external hard drives that can handle this process very easily.

The Main Runs and Rosters database contains all your department records in an **SQLite database** format. The name of the file is **Roster.sqlite**. This is an extremely stable database file. But the downside is that it can be accessed through external database readers. So it can be edited outside Runs and Rosters. However, we encrypted this database file to prevent anyone from accessing the file outside the system.

000	Runs and Rosters Security					
	Runs And Rosters Front Door Password					
	Enter New Password:					
	Re-Enter Password:					
	Require Password On Login     Show Password					
	Save					
	Change Password					
Enter/Edit Master Password						
	Set Sublevel Passwords					
	Exit					

To add another level of security, we have added the ability to password protect several areas of the application.

The first is what we call, the **Front Door**. You can password protect the Front Door, so no one can run the application unless they have the proper password. A password box will appear on the **Splash Window** prompting users to enter the proper password before allowing access.

To Set A Front Door Password:

- 1) Click on the Password Icon on the Tool Bar of the Main Navigation window.
- 2) Click the button Change Password.

3) Type in your password in the box provided. Repeat the process in the second box to make sure you entered it correctly.

4) Click the **Save** button.

Restart the program. You will then be prompted to enter the Front Door Password before entering past the Splash window. Type in your password and press the Enter/Return key.

To remove the password, click the Password Icon on the Main Navigation window and then:

- 1) Click the **Change Password** button.
- 2) Enter your old password.
- 3) Uncheck the Require Password On Login checkbox.
- 4) Click the **Save** button.

### **Password Protecting Sections Of Runs And Rosters**

000 Runs and Rosters Security Runs and Rosters can also password protect **Runs And Rosters Front Door Password** individual areas of the application. To do this, you must first create a Master Password. Enter New Password: The Master Password will then allow you to Re-Enter Password: open a new window where you can set the individual passwords to the data Require Password On Login Show Password sensitive sections. Save Change Password 1) Click on the **Password** Icon on the Main Navigation window. 2) Click the Set Sublevel Passwords button. You will then be prompted to enter a Master Enter/Edit Master Password Password. 3) Type in your Master Password into both boxes. Set Sublevel Passwords 4) Click the Save button. Exit Set Master Passwords **Master Password** \*\*\*\*\*\*\*\* Save ..... Sectional Passwords **Re-Enter Run Password** Membership: Enter Run Password No Save Run Forms: Enter Run Password Re-Enter Run Password Save Yes Lir Drill Forms: Enter Run Password Re-Enter Run Password No Yes Save Vehicle Checks: Enter Run Password e-Enter Run Password Save No Equipment: Ente No Save No Meetings: Enter Run Password Save Work Details: Enter Run Password Save No Yes Hide Password Show Password Exit

		Master Pa	ssword	
		•••••	Save	
Require Password		Sectional F	Passwords	
No Yes	Membership:	Enter Run Password	Re-Enter Run Password	Save
No Yes Limit	Run Forms:	Enter Run Password	Re-Enter Run Password	Save
No Yes	Drill Forms:	Enter Run Password	Re-Enter Run Password	Save
No Yes	Vehicle Checks:	Enter Run Password	Re-Enter Run Password	Save
No Yes	Equipment:	Enter Run Password	Re-Enter Run Password	Save
No Yes	Meetings:	Enter Run Password	Re-Enter Run Password	Save
No Yes	Work Details:	Enter Run Password	Re-Enter Run Password	Save

You will need to use the Master Password to gain access to set the Sub-level Passwords.

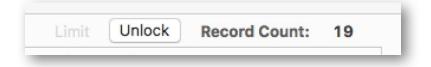
If you don't want the application to hide the actual characters you are typing in, click the **Show Password** segmented switch to show the password.

The sub level sections of the applications can be individually locked. They include membership, Run Forms, Drill Forms, Vehicle Checks, Equipment, Meetings and Work Details. You can have a different password for each of them or assign the same to all.

To set a password for a particular section, Click the **Yes** switch next to the section you want to assign a password to. Next enter the password twice in the appropriate boxes and click the **Save** button.

You will notice that **Run Form** as has three segments in the switch. **No** means that there is no password required. **Yes** means there is a password required to access that section. **Limited** is unique because it allows members to create a run form and save it, but it does not allow them to edit or delete it once it's been saved. Smaller volunteer fire departments may have daytime calls in which no officer responds. Personnel can create and save a run form that can be edited and reviewed by an officer later.

Limited access allows firefighters to view the run forms, but it does not permit them to make changes or delete any. If an officer arrives, the officer can unlock the Run Form by clicking the **Unlock** button, and enter the sub-level password. It then can be locked back up. It will automatically lock when leaving the window.



## **List Of Features**

#### Membership Information:

Creates a database of all members and all of their activities can be tracked.

The ability to broadcast Email and Text Messages to your members with one click of the mouse.

- Creates Rosters Mailing Lists for all your members.
- Creates Address Labels.
- Creates a variety of Rosters
- Creates QR Badges that can be used to scan membership attendance for Calls, Drills, Meetings, and Work Details.
- Tracks Personnel Protective Equipment.
- Keeps track of all Runs.

#### **Incident Call Information:**

- Easily Search Runs.
- G Create Run Statistic Reports.
- Tracks Run Attendance.
- **Oreate Membership Statistic Reports.**
- Tracks EMS Call Attendance.
- Creates Maps that give turn-by-turn directions from your firehouse.
- Create Street Directories.
- Send Press Reports of weekly fire calls to the Press.
- Create Custom Incident Type Templates

#### Training:

- Keeps track of all department drills
- Create Training Libraries.
- Track Training Attendance.
- Track Medical certification expiration dates.

#### **Apparatus:**

- Create Weekly Vehicle Check database
- Track Vehicle Check Attendance.
- Create a database of Apparatus Compartment Inventory
- Create Apparatus Equipment Books.
- Keep track of fuel using the Fuel Log.

#### **Other Activities:**

- Track Department Meetings.
- Track Meeting Attendance.
- Track Work Details
- Track Work Detail Attendance.
- 🧹 Built-in Events Calendar
- Link To NFIRS Reporting Website
- Built-In Point System Incentive Program.
- General Point System Section.

### **Technical Support And Upgrades**

Tech Support is available for Runs and Rosters in a variety of ways.

If you click on the Help Icon on the Main Navigation window, you can get the answers to most questions using the Online Help site.



Help is also available at the Runs and Rosters website.

The support site contains this User Guide, the Online Help. We have also added some instructional videos to help you get up and running in no time.

If you get stuck, Knightlite offers unlimited **Toll-Free Telephone Technical Support from** 8:00 AM to 8:00 PM Eastern Time seven days a week.

You can call us at **1-800-707-9875.** If your reach Voice Mail, leave a message. We WILL call you back.