

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 intimidated 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.

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.



Mac OS

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!

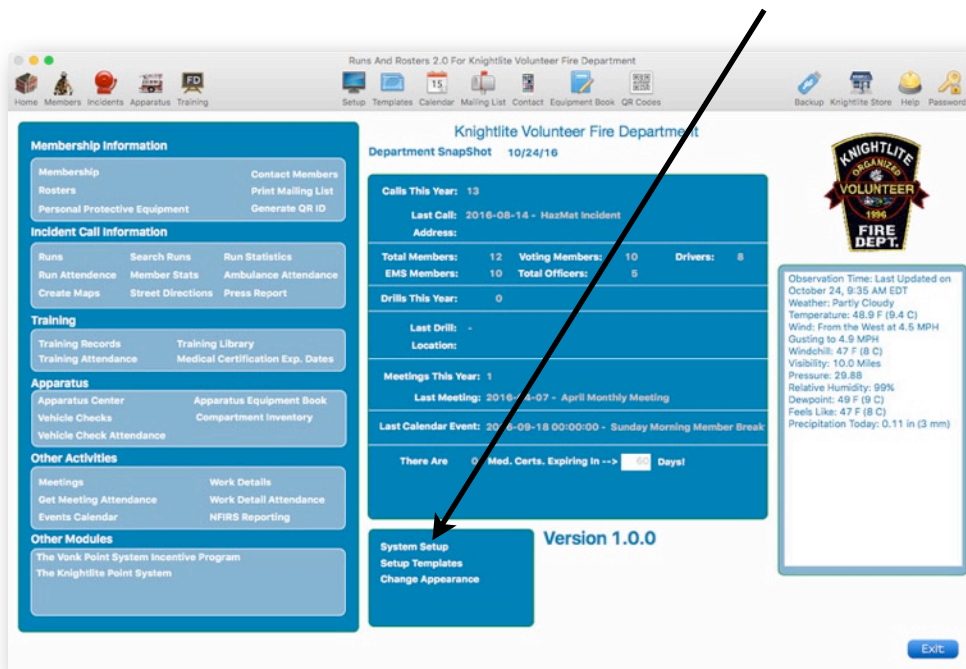
Here's the deal. If you agree to read this user guide, I will agree to make this guide as brief and easy to understand as humanly possible. No one likes reading the directions including me. I prefer to click around until I get in trouble and then read the directions as a last resort.

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.



Basic Information Tab:

System Setup - Lets Get Started! Basic Fire Department Information.

Basic Information Ranks Apparatus Calls Received By Training Defaults Medical Certs Image Weather Outgoing Email Styles

Enter Your Basic Department Information

To use Runs and Rosters you must first enter some information about your fire department. The software needs to know some basic information that is used throughout the application.

If you are strictly a Volunteer Department, click on the "Volunteer" button. If you are a combination department click on "Combination." Runs and Rosters will turn on and off certain features in app depending on which you select.

Knightlite has tried to make this process as simple as possible. Fill in the information requested on each tab panel. Click on the Next and Back buttons to move back and forth or simply click on the tabs to navigate between panels.

Department Name: Knightlite Volunteer Fire Department

Address: 93 Porter Hill

City: Middlebury

State: CT Zip/Postal: 06762

Phone: 1-800-707-9875 Fax:

Email Address: sales@knightlite.com

Dept. Website: http://www.knightlite.com/runs

Social Network: http://facebook.com/knightlitesoftware

Type Of Department: Volunteer Combination

<Back Next> Exit

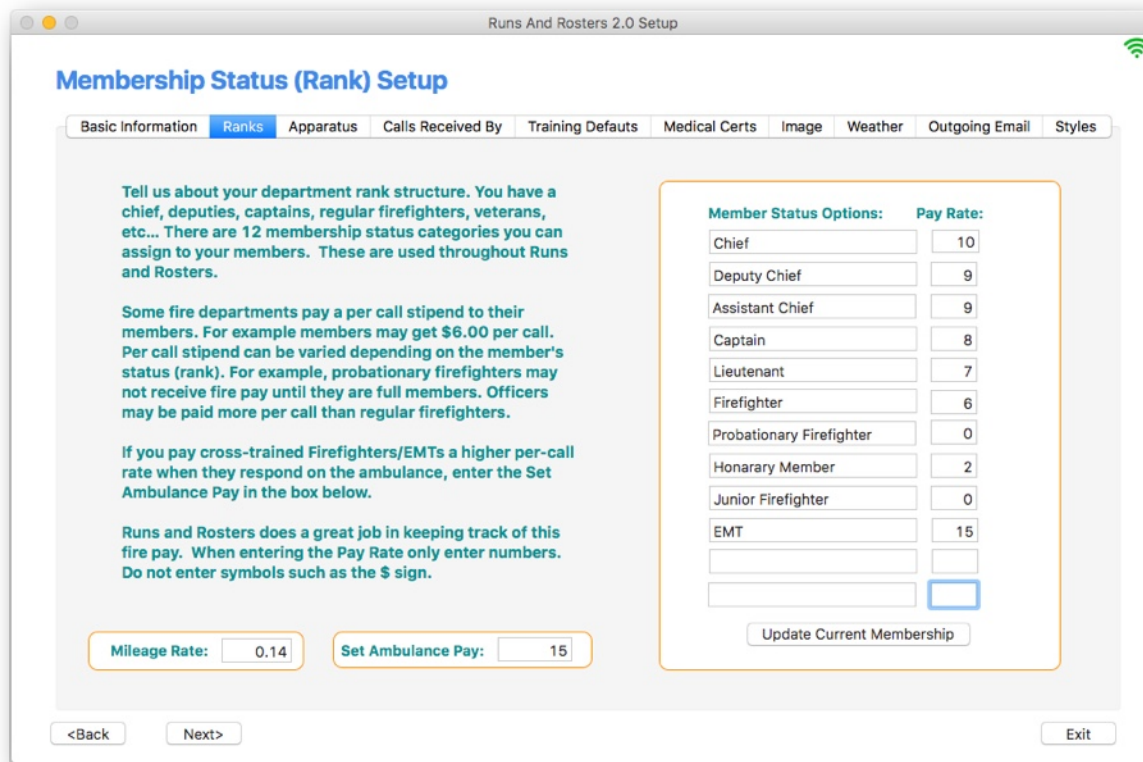
The **System Setup** Window contains ten tabs where you enter information about your fire department. The first tab is the Basic Information tab. Here you simply enter:

- 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:



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.

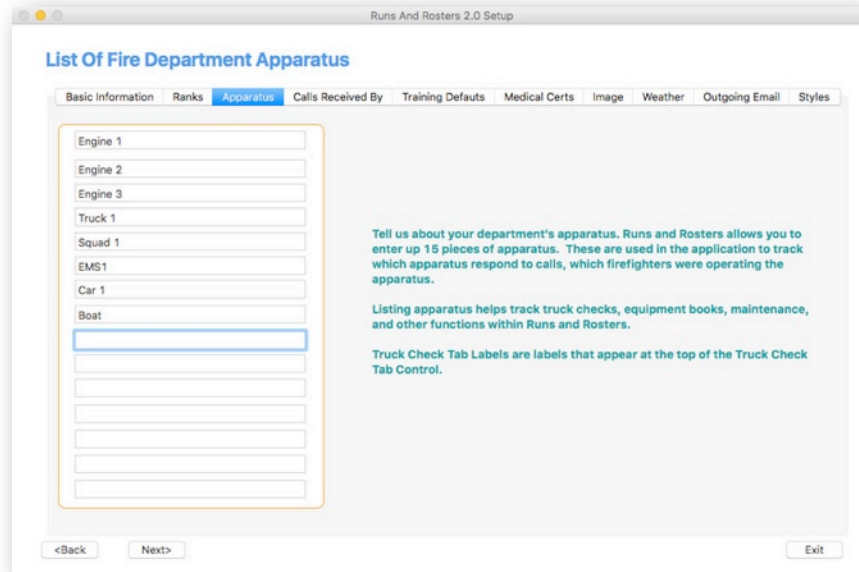
If your department has such a system, enter the dollar amount in whole numbers in these boxes. Don't enter any symbols or punctuation.

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.

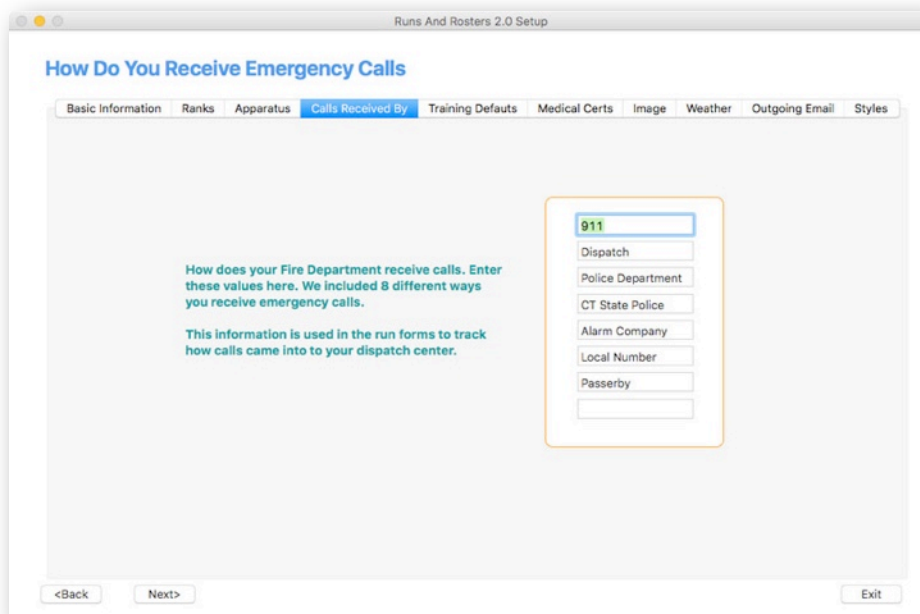
Some fire departments will set a per-call pay for EMS calls that is different from the regular fire pay. You can set that per-call pay in the Set Ambulance Pay box. Runs and Rosters has settings in the Call Roster window that allows you to switch from regular fire pay to ambulance pay.

Apparatus Tab:



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:



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:

Runs and Roster has the ability to track the fire certifications and training of your members under the Members section of the software.

Enter the various fire certifications your department supports.

- Fire Fighter I
- Fire Fighter II
- Pumping Apparatus Driver/Operator
- Aerial Apparatus Driver/Operator
- Fire And Emergency Services Instructor
- Fire Officer Level I
- Fire Officer Level II
- Hazardous Materials 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 recertify.

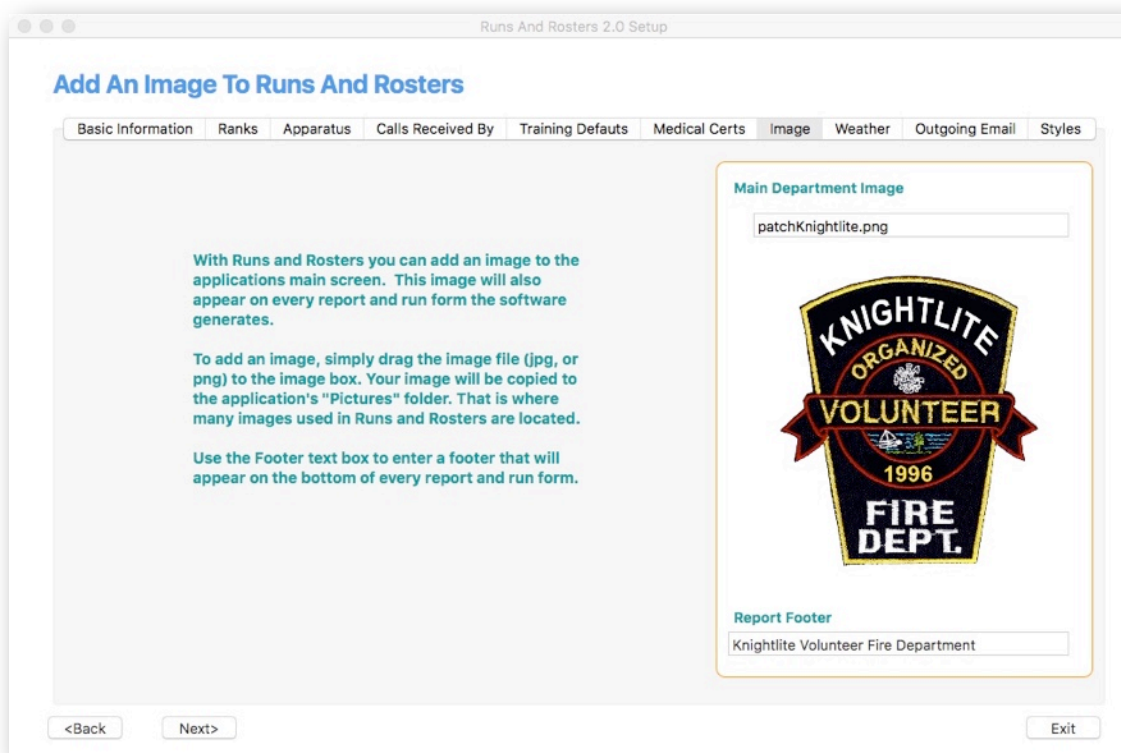
In the spaces provided add the types of medical certifications you department supports.

- EMR
- EMT
- Advanced EMT
- Paramedic
-
-

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:

Runs And Rosters 2.0 Setup

Add Local Weather Conditions To Runs And Rosters

Basic Information Ranks Apparatus Calls Received By Training Defaults Medical Certs Image **Weather** Outgoing Email Styles

Observation Time: Last Updated on February 12, 10:13 AM EST
Weather: Snow
Temperature: 22.6 F (-5.2 C)
Wind: From the ENE at 2.7 MPH Gusting to 4.9 MPH
Windchill: 23 F (-5 C)
Visibility: 0.9 Miles
Pressure: 30.03
Relative Humidity: 46%
Dewpoint: 5 F (-15 C)
Feels Like: 23 F (-5 C)
Precipitation Today: 0.00 in (0 mm)

Current Weather Conditions

City: Middlebury State: CT
Reload Weather

Weather Off Weather On
 Print Weather On Run Form

Look Up Weather

City: Enter City State: Enter State
Reload Weather

<Back Next> Exit

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.

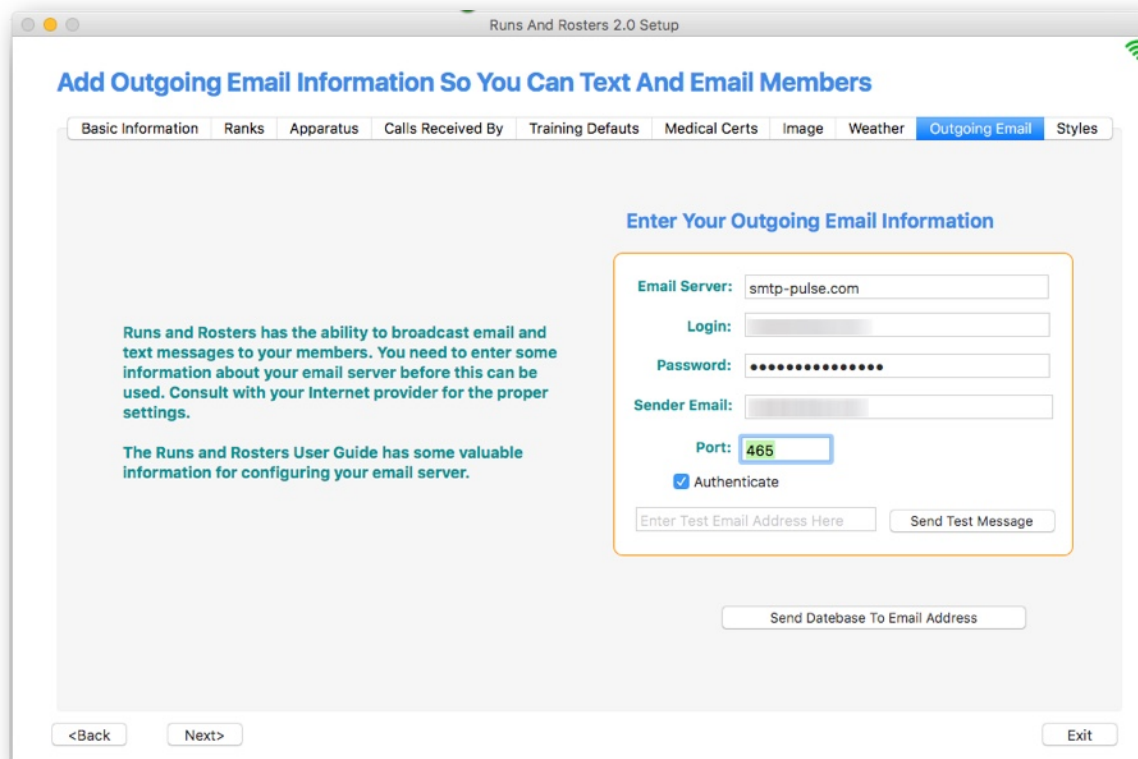
The weather conditions are based on the City and State you entered when you set up your department.

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:



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.

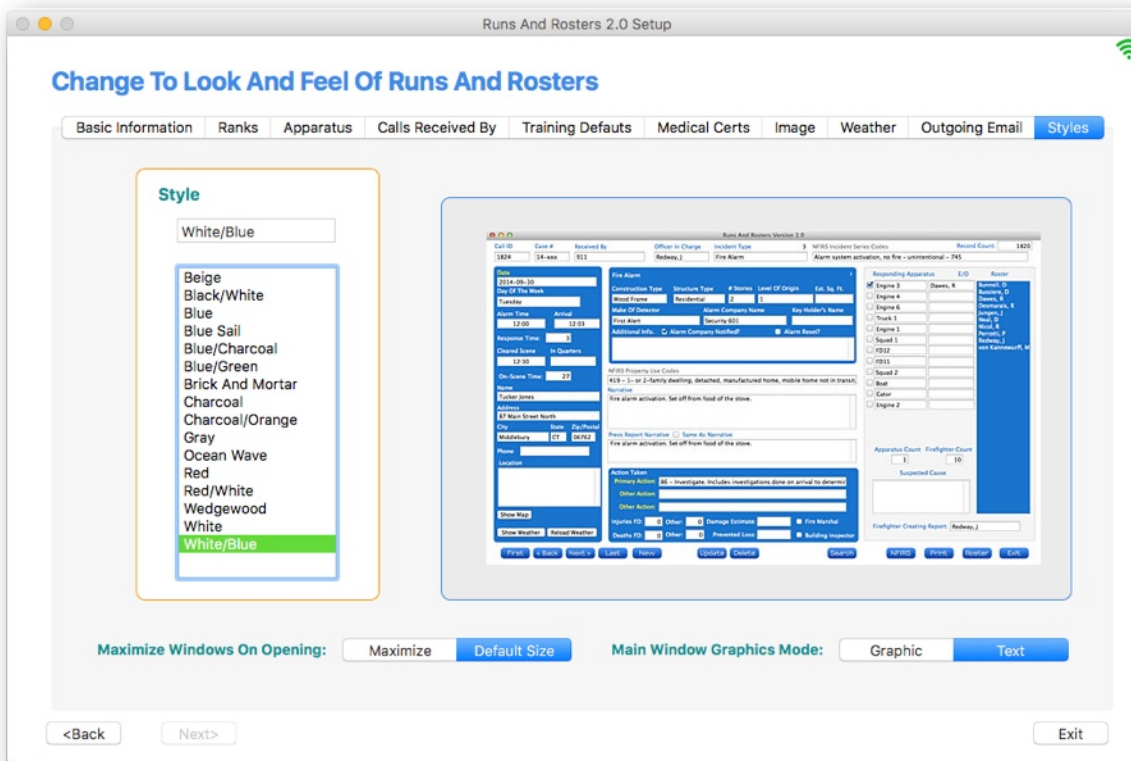
- 1) The Email Server address.
- 2) A Login which will be an email address.
- 3) A Password.
- 4) Port Number.

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.

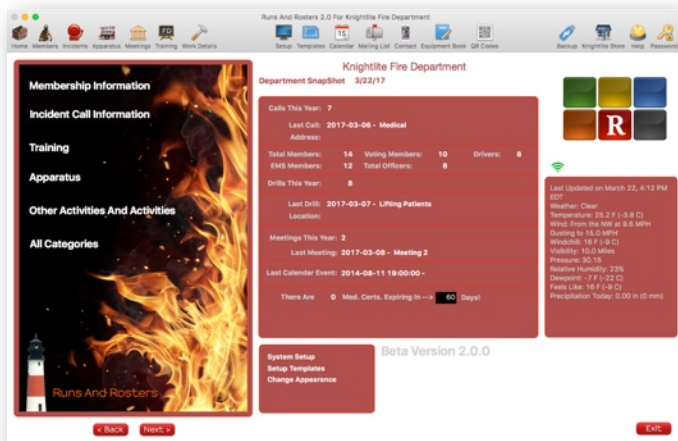
Changing Look And Feel Of Runs And Rosters:



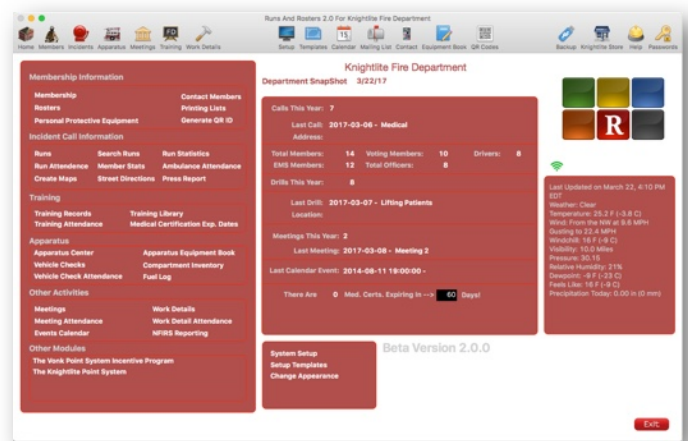
The last step in the setup of Runs and Rosters is to choose a user interface style. We created 16 different background combinations you can choose from. Click on a style in the list box, and a preview will be displayed on the screen.

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



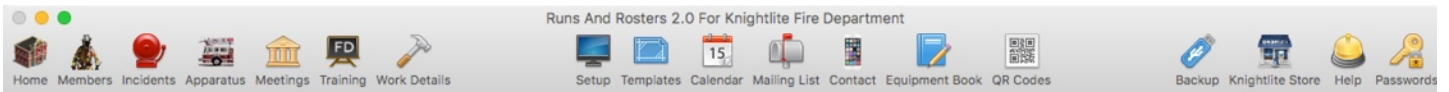
Text

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



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

Knightlite Fire Department
Department SnapShot 4/14/17

Calls This Year: 18
Last Call: 2017-03-26 - Fire Alarm
Address: 15212 Joy Rd

Total Members:	14	Voting Members:	10	Drivers:	8
EMS Members:	12	Total Officers:	8		

Drills This Year: 10
Last Drill: 2017-03-31 - Hoisting Tools And Equipment
Location:

Meetings This Year: 3
Last Meeting: 2017-04-13 - Third Meeting

Last Calendar Event: 2017-04-22 18:00:00 - Pot Luck Dinner

There Are 0 Med. Certs. Expiring In --> 60 Days!

Weather: Clear
Temperature: 58.1 F (14.5 C)
Wind: From the ESE at 3.4 MPH
Gusting to 4.9 MPH
Windchill: NA
Visibility: 10.0 Miles
Pressure: 30.42
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 you are not connected to the Internet, and many of the functions for Runs and Rosters will not work correctly.

Membership Window



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 screenshot shows a web-based form titled 'Runs And Rosters 2.0 Mem' with the following fields and values:

- Record #: 4
- Quick Search button
- Load Entire Database: Off
- Last: Harper, M.I.: C, First: Pam
- Address: 1620 North Street
- City: Middlebury, State/Prov: CT, Clear button
- Zip/PC: 06762, Home Phone: (empty), Miles From FD: 1, Hide button
- Email: firefighter@nowhere.com, Cell Phone: 203 111 2233, default.jpg
- Text: 2031112233@vtext.com, DOB: 26, Member Since: 2010
- Emerg.#: (empty), Emergency Contact: (empty)
- Spouse: (empty), Critical Info: (empty)

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: 1234567890@vtext.com

Sprint: 1234567890@messaging.sprintpcs.com

ATT: 1234567890@txt.att.net

T-Mobile: 1234567890@tmomail.net

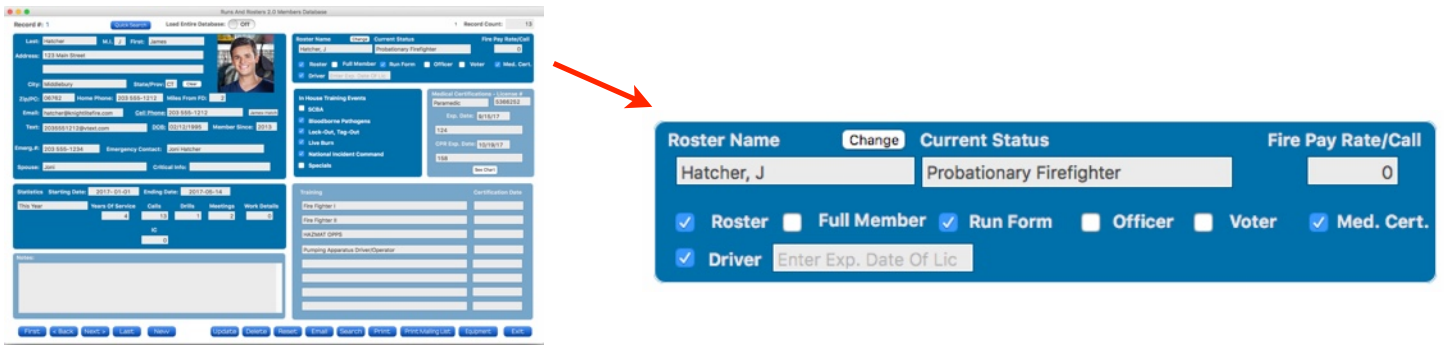
Other Important Fields:

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.

- SCBA
- Bloodborne Pathogens
- Lock-Out, Tag-Out
- Live Burn
- National Incident Command
- Specials

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.

Medical Certifications - License #

EMT 5366252

Exp. Date: 7/19/17

156

CPR Exp. Date:

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**.

Record #: 1 Quick Search Load Entire Database: OFF Record Count: 13

Last: Hatcher M.I. J First: James Fire Pay Rate/Call: 0

Address: 123 Main Street Roster Name: Hatcher, J Current Status: Probationary Firefighter

City: Middlebury State/Prov: CT Zip/PC: 06782 Home Phone: 203 555-1212 Miles From FD: 2 Paramedic: 5366252

Email: hatcher@middleburyfire.com Cell Phone: 203 555-1212 In House Training Events: SCSA, Bloodborne Pathogens, Lock-Out, Tag-Out, Live Burn, National Incident Command, Specials

Text: 2035551212@vtext.com DOB: 02/12/1995 Member Since: 2013 Exp. Date: 9/15/17

Emerg.#: 203 555-1234 Emergency Contact: Jani Hatcher CPR Exp. Date: 10/18/17

Spouse: Jani Critical Info: License #: 124 158

Statistics Starting Date: 2017-01-01 Ending Date: 2017-05-14 This Year: Years Of Service: 4 Calls: 13 Drills: 1 Meetings: 2 Work Details: IC: 0

Training	Certification Date
Fire Fighter I	
Fire Fighter II	
HAZMAT OPSS	
Pumping Apparatus Driver/Operator	

Training	Certification Date
Fire Fighter I	
Fire Fighter II	
HAZMAT OPSS	
Pumping Apparatus Driver/Operator	

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.

Notes:

Record #: 1 Quick Search Load Entire Database: OFF Record Count: 13

Last: Hatcher M.I. J First: James Fire Pay Rate/Call: 0

Address: 123 Main Street Roster Name: Hatcher, J Current Status: Probationary Firefighter

City: Middlebury State/Prov: CT Zip/PC: 06782 Home Phone: 203 555-1212 Miles From FD: 2 Paramedic: 5366252

Email: hatcher@middleburyfire.com Cell Phone: 203 555-1212 In House Training Events: SCSA, Bloodborne Pathogens, Lock-Out, Tag-Out, Live Burn, National Incident Command, Specials

Text: 2035551212@vtext.com DOB: 02/12/1995 Member Since: 2013 Exp. Date: 9/15/17

Emerg.#: 203 555-1234 Emergency Contact: Jani Hatcher CPR Exp. Date: 10/18/17

Spouse: Jani Critical Info: License #: 124 158

Statistics Starting Date: 2017-01-01 Ending Date: 2017-05-14 This Year: Years Of Service: 4 Calls: 13 Drills: 1 Meetings: 2 Work Details: IC: 0

Notes:

Training	Certification Date
Fire Fighter I	
Fire Fighter II	
HAZMAT OPSS	
Pumping Apparatus Driver/Operator	

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

Statistics Starting Date: 2017-01-01 Ending Date: 2017-02-12

This Year	Years Of Service	Calls	Drills	Meetings	Work Details
	4	0	0	0	0
	IC				
	0				

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.

Years Of Service: 4 **Roster Name: Hatcher, J**

From	To	Calls	Drills	Meetings	Work Details	Extra 1	Extra 2
2017-01-01	2017-02-13	0	0	0	0		

Roster: Hatcher, J **Phone:** 203 555-1212 **Email:** sales@knightlite.com
Address: 123 Main Street **Cell Phone:** 203 555-1212 **Text Message:** 2035551212@vtext.com
City: Middlebury **DOB:** 02/12/1995 **Member Since:** 2013
State: CT **Zip/Postal:** 06762 **Emerg. Phone:** 203 555-1234 **Contact:** Joni Hatcher
Spouse: Joni **Critical Info:**

Listed In Following Directories:
Roster: True Run Form: True Officer: False Driver/Operator: True Voter: True Medical Certification: True

In House Training Events

- No SCBA
- Yes Bloodborne Pathogens
- Yes Lock-Out, Tag-Out
- Yes Live Burn
- Yes National Incident Command
- No Specials

Medical Certification Expiration Dates

- Certification:** EMT
- Expiration Date:** 9/15/17
- Days To Expiration:** 248
- CPR Certification**
- Expiration Date:** 10/19/17
- Days To Expiration:** 248

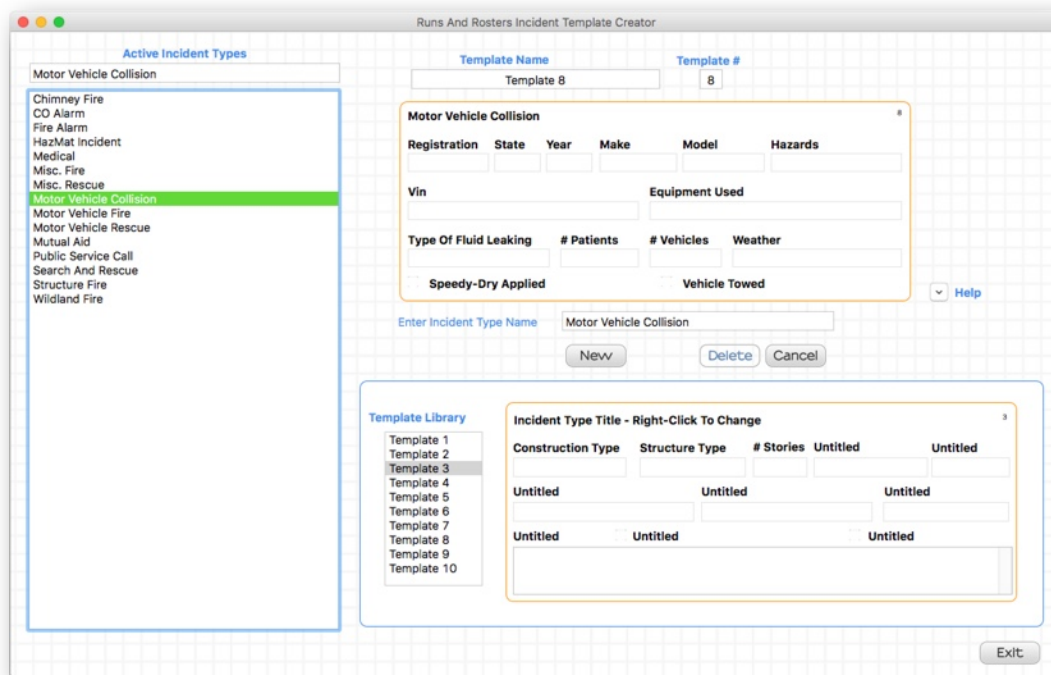
Training

Certification	Certification Date	Certification	Certification Date
Fire Fighter I			
Fire Fighter II			
HAZMAT OPSS			
Pumping Apparatus Driver/Operator			

Notes:

Knightlite Volunteer Fire Department - James J Hatcher - Firefighter

Setup Call Templates



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.

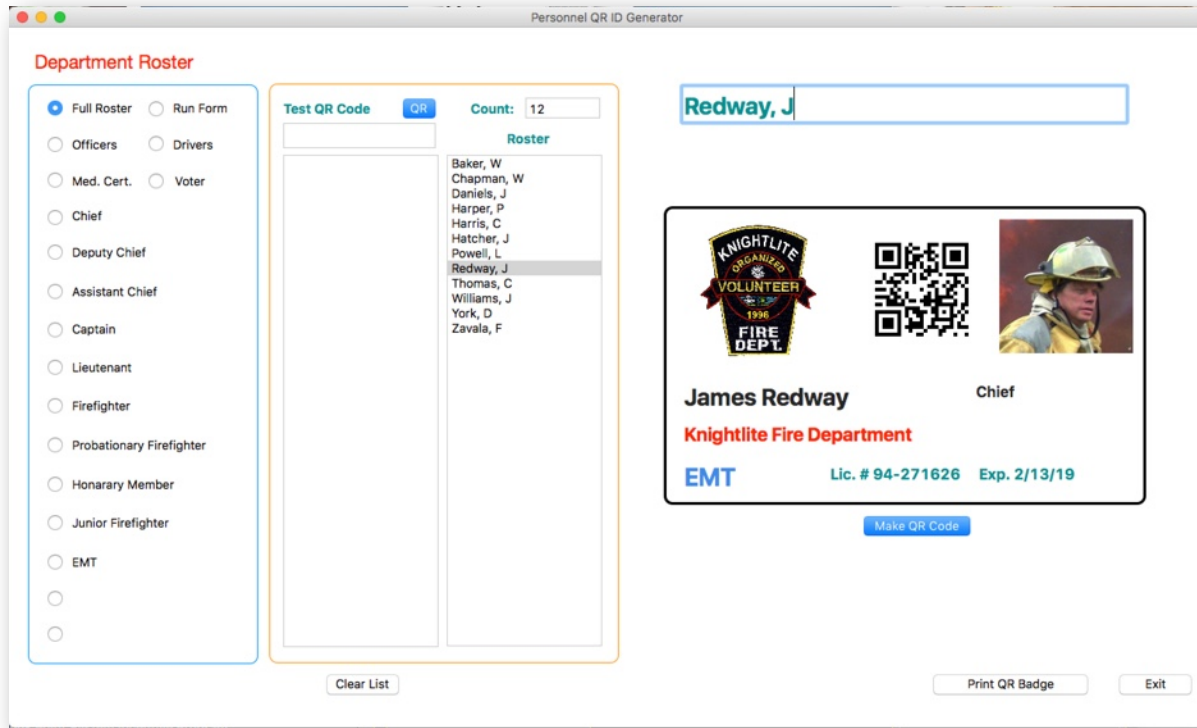
If you want to create a new custom incident type you can accomplish this very easily. Runs and Rosters comes with a **Template Library** of 10 different layouts.

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.

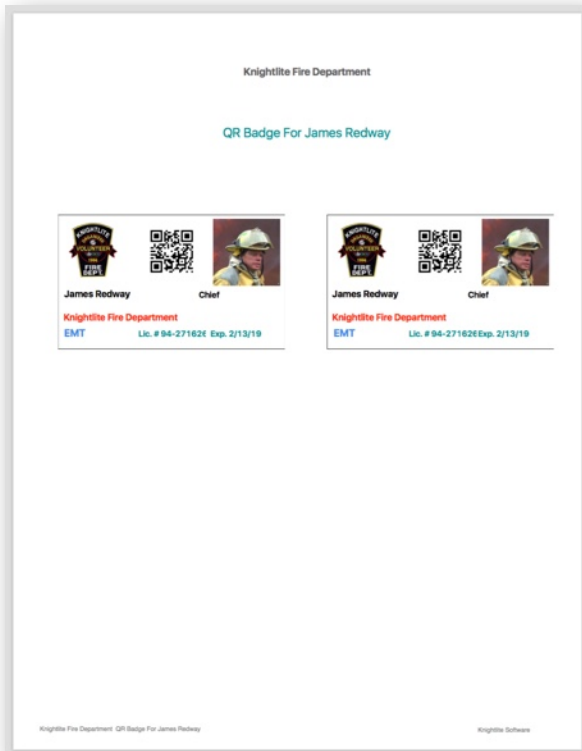
IMPORTANT NOTE: Once you have created an Incident Type, and start recording calls, it is best to leave that template alone. You can delete the incident template, but it will not delete the calls associated with the Incident Type. Therefore those calls will not be displayed correctly. It is best to create 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.

Creating Firefighter IDs



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](https://www.amazon.com).

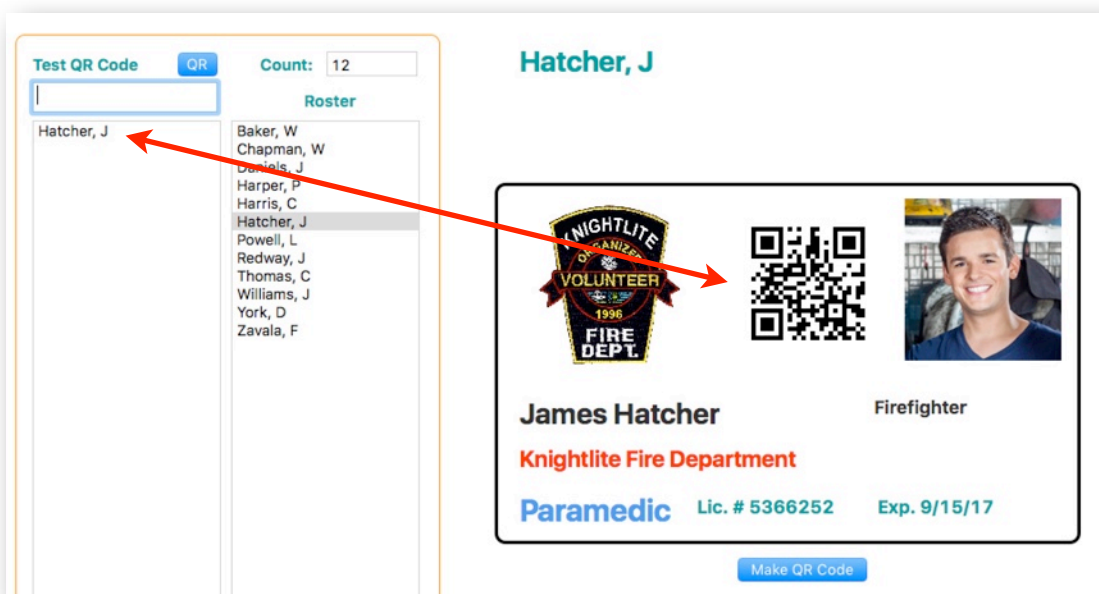


You can make **custom ID cards** for your members that make recording member attendance at fire calls, meetings, training drills, and work details easier by using **QR barcode readers** that will record directly into Runs and Rosters.

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.



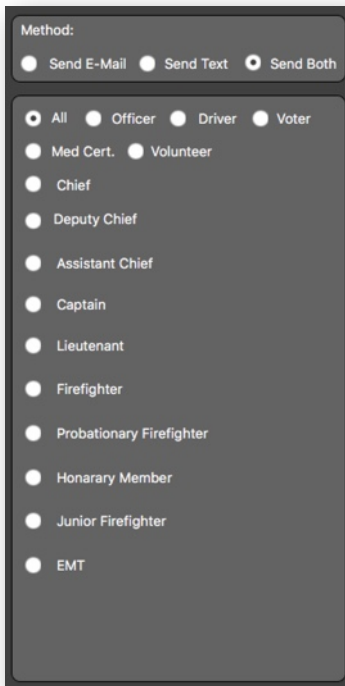
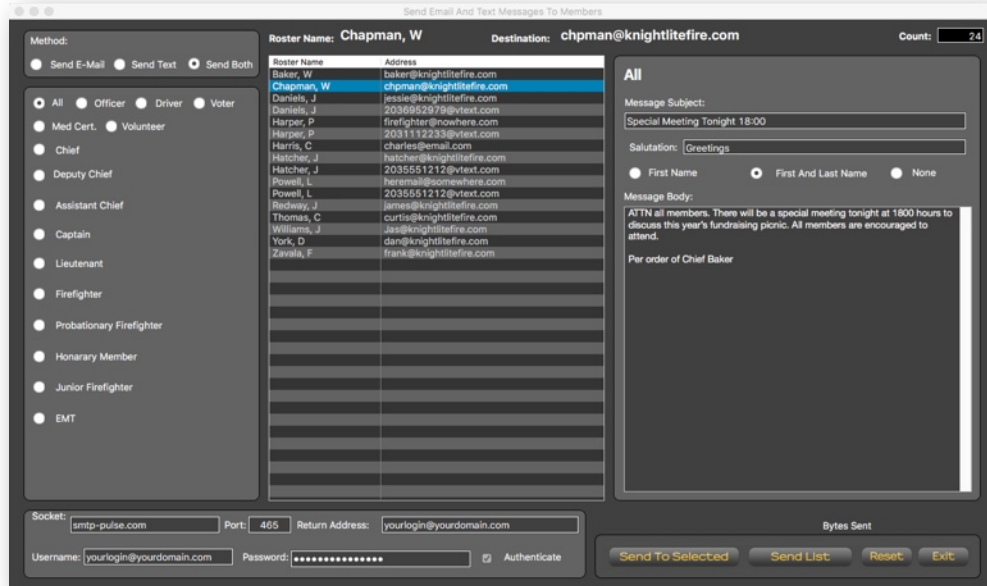
What is great about this app is that you can take the iPhone on to the Apparatus Floor after a call and scan all the responding firefighter's tags. It automatically captures the barcode and does not allow duplicates.



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.

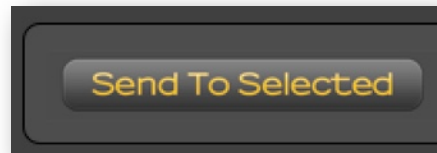
Once you have the scanner properly hooked up, you can now scan in members names for Calls, Meetings, Drills, and Work Details. This greatly eliminates the human error element of recording attendance and improves accuracy. It takes the heat off officers who sometimes are accused of not marking someone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

Communicating With Members



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.



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.

All

Message Subject:
Special Meeting Tonight 18:00

Salutation: Greetings

First Name
 First And Last Name
 None

Message Body:

ATTN all members. There will be a special meeting tonight at 1800 hours to discuss this year's fundraising picnic. All members are encouraged to attend.

Per order of Chief Baker

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.

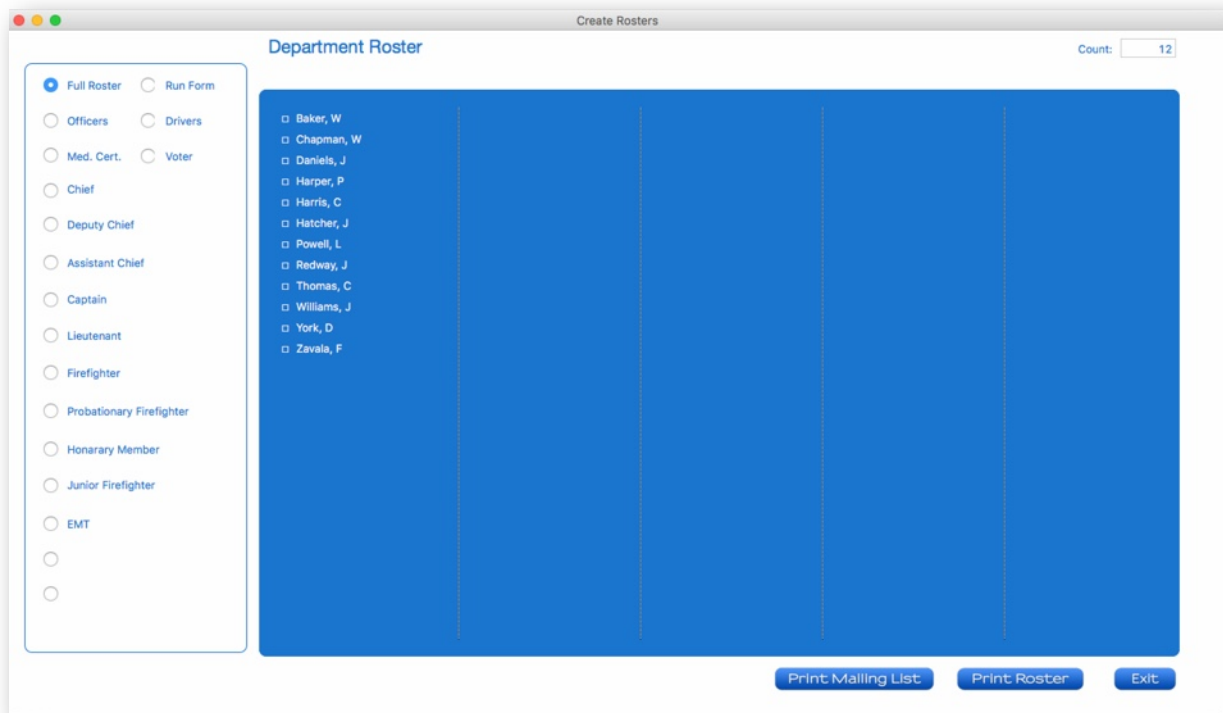
Socket: smtp-pulse.com Port: 465 Return Address: yourlogin@yourdomain.com

Username: yourlogin@yourdomain.com Password: ●●●●●●●● Authenticate

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.

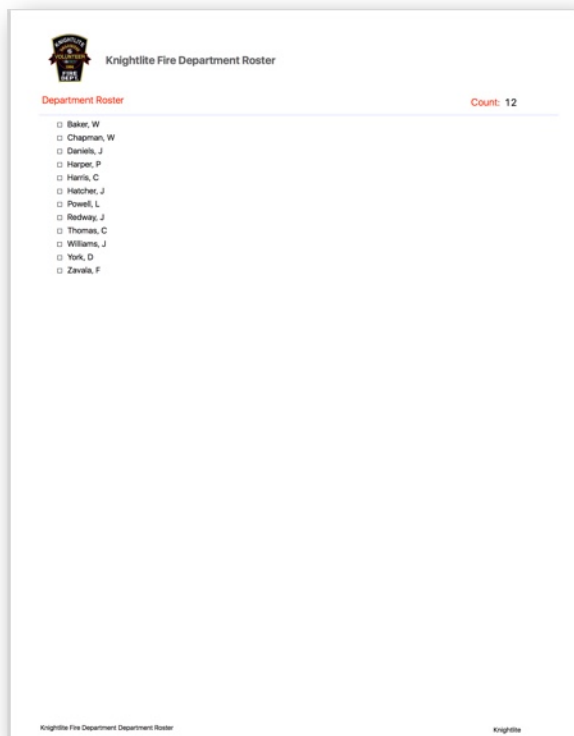
It is important to use an external service that allows you to send emails from their servers instead of yours. The one we used to set up our Runs and Rosters email system is through a company called **SendPulse**. <http://sendpulse.com>. This is a free service that should be able to handle the monthly 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



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



Rosters

Full Roster Count 12

Full Roster Run Form
 Officers Drivers
 Med. Cert. Voters
 Chief
 Deputy Chief
 Assistant Chief
 Captain
 Lieutenant
 Firefighter
 Probationary Firefighter
 Honorary Member
 Junior Firefighter
 EMT

Last Name	First Name	Street	City	State	Zip	Phone	Status	Med.	Since	YRS
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
Daniels	Jessie	120 South ...	Middlebury	CT	06762	203 555-1...	Lieutenant	EMT	2000	17
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
Hatcher	James	123 Main St...	Middlebury	CT	06762	203 555-1...	Firefighter	Paramedic	2013	4
Powell	Liza	1670 Stra...	Middlebury	CT	06762	203 555-1...	Firefighter	A-EMT	2005	12
Redway	James	93 Porter Hill	Middlebury	CT	06762	800 707-9...	Deputy Chief	EMT	1988	29
Thomas	Curtis	1787 Maple...	Middlebury	CT	06762	203-555-1...	Lieutenant	A-EMT	1998	19
Williams	Jason	15672 Cent...	Middlebury	CT	06762	203 555-1...	Firefighter	EMT	2010	7
York	Daniel	87654 Ston...	Middlebury	CT	06762	203 555-1...	Lieutenant	EMT	1995	22
Zavala	Franco	7652 Crest ...	Middlebury	CT	06762	203-555-1...	Lieutenant		1995	22

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**.

Knights Fire Department Phone List

Officers

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

Knights Fire Department Officers Telephone List Knights Software

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

Item	Status	Text Box 1	Text Box 2
Helmet	Yes		
Turnout Coat	Yes		
Bunker Pants	Yes		
Hood	Yes		
Boots	Yes		
SCBA Mask	No		
Gloves	Yes		
Pager	No		
Portable Radio	Yes		
Googles	No		
Flashlight	Yes		
Extraction Gloves	Yes		



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.

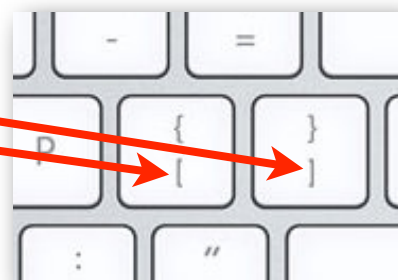
To edit the items, right-click over the item label, and a text box will appear. Overwrite what is written in the box and then tap your **Enter/Return** key. The new label will automatically be saved. If you want to edit all the captions at one time, click the **Edit All Captions** button. All the caption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

For **YES** tap the “] ” key.
For **NO** tap the “ [” key.

The app then automatically goes to the next field.

If you want to fill in all the text boxes as "Yes," click the **Yes To All** button. To clear the fields, click the **Clear All** button.



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



Knightlite Fire Department Personal Protective Equipment Inventory

Equipment For: **William Baker**

Status: **Chief**

Equipment

Helmet	Yes
Turnout Coat	Yes
Bunker Pants	Yes
Hood	Yes
Boots	Yes
SCBA Mask	No
Gloves	Yes
Pager	No
Pager	Yes
Googles	No
Flashlight	Yes
Extrication Gloves	Yes

Roster: Baker, W

Address: 2009 Tucker Hill Rd

City: Middlebury

State: CT Zip/Postal: 06762



Phone: 203 555-1212

Cell Phone: 203-555-1212

Email: baker@knightlifire.com

Text Message: 2035551212@vtext.com

Contact:

Equipment Issued To Baker, W

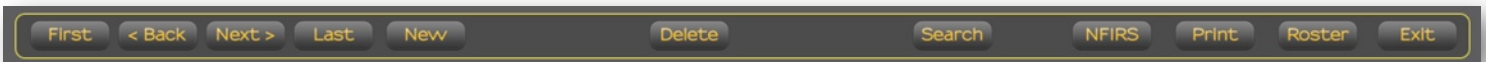
Knightlite

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:



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**.



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	NFIRS Incident Series Codes	Record Count:
1	2017-0001	911	Redway, J	CO Alarm	Carbon monoxide incident - 424	1

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.

National Fire Incident Reporting System (NFIRS) Incident Code Guide

List Preference

- List By Code Number
- List By Incident Type

Incident Series Codes

- All Series - All Incidents
- 100 Series - Fire
- 200 Series - Overpressure, Explosion, Overheat - No Fire
- 300 Series - Rescue and EMS Incidents
- 400 Series - Hazardous Conditions - No Fire
- 500 Series - Service Call
- 600 Series - Good Intent Calls
- 700 Series - False Alarms and False Calls
- 800 Series - Weather And Natural Disaster
- 900 Series - Special Incident Type

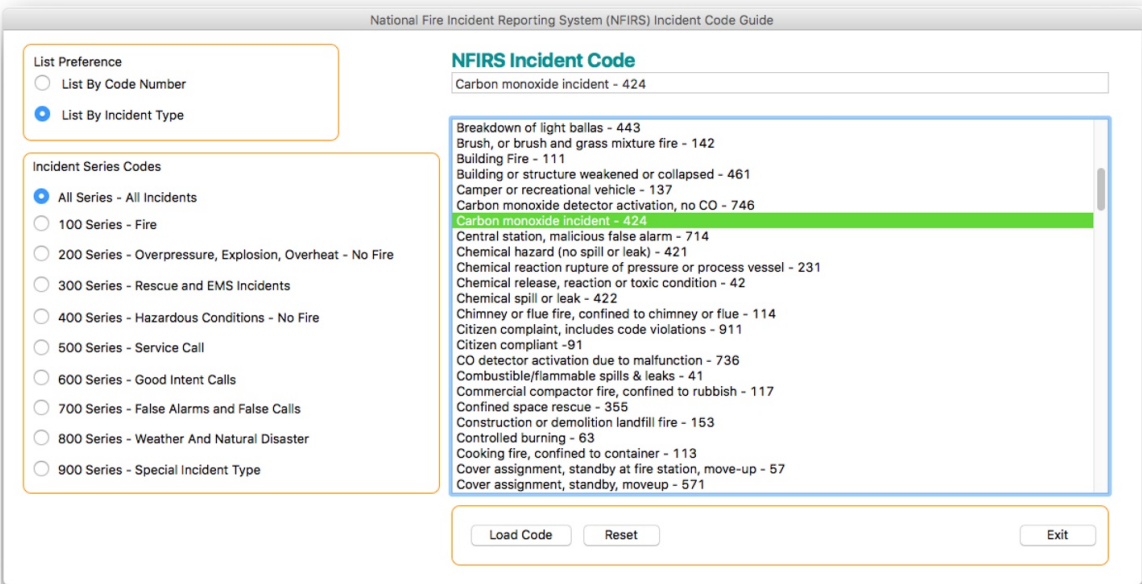
NFIRS Incident Code

- 11 - Structure Fire
 - 111 - Building Fire
 - 112 - Fires in structures other than in a building
 - 113 - Cooking fire, confined to container
 - 114 - Chimney or flue fire, confined to chimney or flue
 - 115 - Incinerator overload or malfunction, fire confined
 - 116 - Fuel burner/boiler malfunction, fire confined
 - 117 - Commercial compactor fire, confined to rubbish
 - 118 - Trash, or rubbish fire in a structure, no flame damage
- 12 - Fire in mobile property used as a fixed structure
- 121 - Fire in mobile home used as a fixed residence
- 122 - Fire in motor home, camper, recreational vehicle
- 123 - Fire in portable building, fixed location
- 13 - Mobile property (vehicle) fire
 - 131 - Passenger vehicle fire
 - 132 - Road freight or transport vehicle fire
 - 133 - Rail vehicle fire
 - 134 - Water vehicle fire
 - 135 - Aircraft vehicle fire
 - 136 - Self-propelled motor home or recreational vehicle fire
 - 137 - Camper or recreational vehicle
 - 138 - Off-road vehicle or heavy equipment fire
- 14 - Natural vegetation fire
- 141 - Forest, woods, or wildland fire

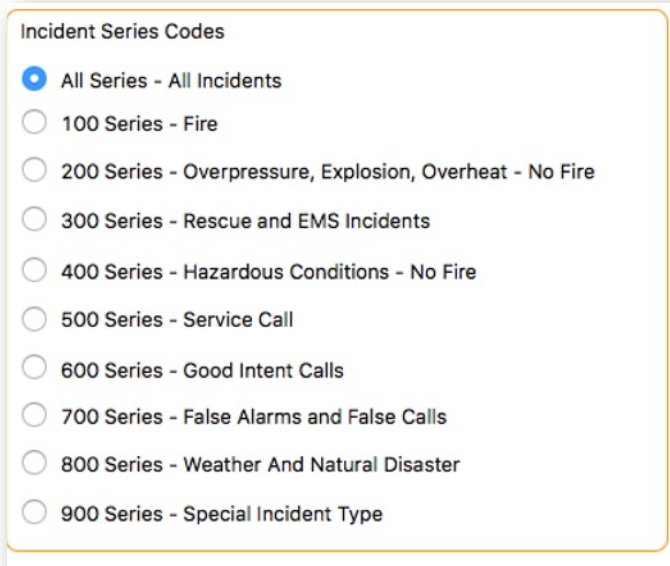
Load Code Reset Exit

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.

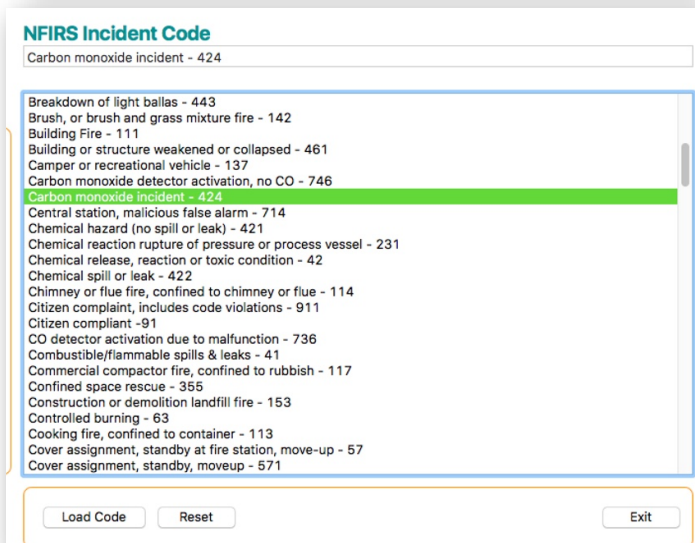


List By Incident Type - Orders the incident codes alphabetically



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.

Date	Day
2017-02-19	Sunday
Alarm Time	Arrival
08:21	08:30
Response Time:	9
Cleared Scene	In Quarters
09:00	09:08
On-Scene Time:	30
Name	
The Smith Residence	
Address	Get Street
2663521 Middlebury Rd	
City	State
Middlebury	CT
Zip/Postal	Phone
06762	203 555-1212
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.

Reported By	Officer In Charge	Incident Type	1	NFIRS Incident
	Redway, J	CO Alarm		Carbon monoxide

CO Alarm 1

Construction Type	Structure Type	# Stories	Level Or Origin	Level Of Read
Wood Frame	Residential	2	0	Basement

Make Of Detector	Model Of Detector	CO (ppm)	HC (ppm)	O2 (ppm)
First Alert	X27772	30	0	21

Notes Fuel Company Notified? Was The Alarm 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

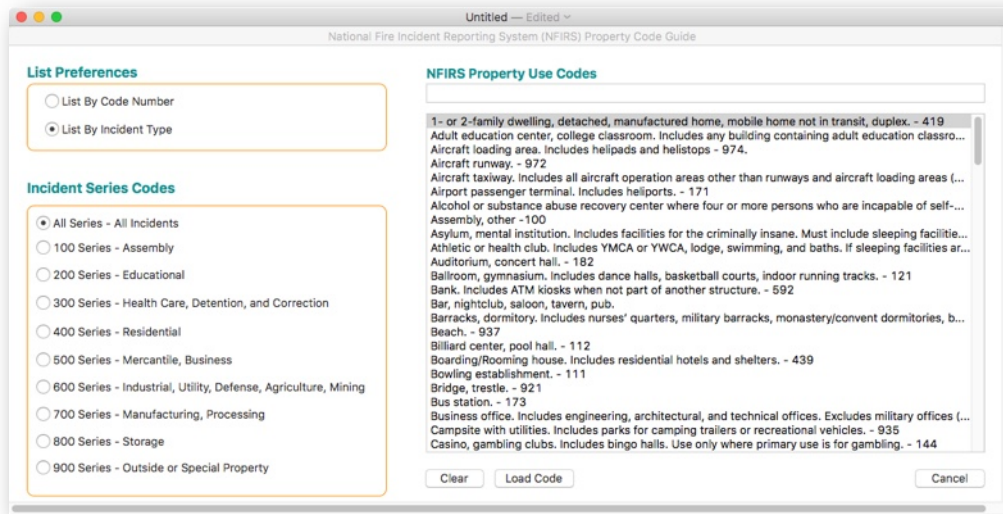
Carbon monoxide alarm sounding. Metered the house and found a high of 30 ppm in the basement. The house was ventilated with smoke ejectors until reading reach 0 throughout the residence.

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.

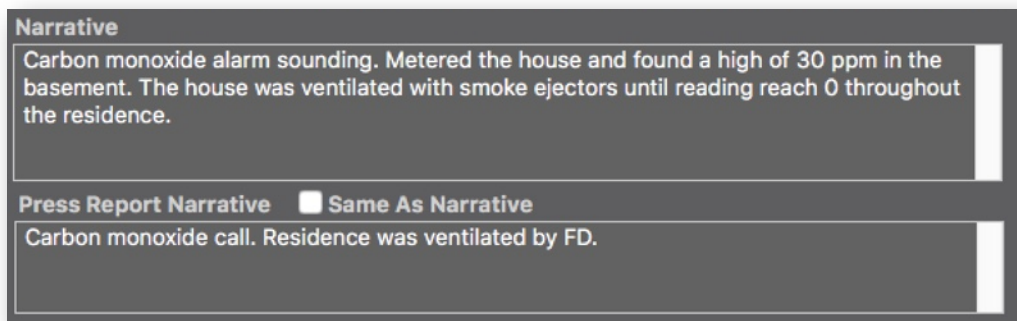


The **NFIRS Property Use Codes** are required by **NFIRS**. They can be quickly looked up by clicking on the underlined **NFIRS Property Use Codes** button.

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.



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: 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 **Primary Action** and **Other Action** 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.

National Fire Incident Reporting System (NFIRS) Incident Code Guide

List Preference

List By Action Code Number

List By Action Type

Incident Series Codes

All Series - All Incidents

Fire Control Or Extinguishment

Search And Rescue

EMS And Transport

Hazardous Condition

Fires, Rescue, And Hazardous Conditions

Systems And Services

Assistance

Information, Investigation, And Enforcement

Fill-In, Standby

NFIRS Action Codes

40 - Hazardous condition, other.

41 - Identification, analysis of hazardous materials.

42 - Hazardous materials detection, monitoring, sampling, and analysis using a variety of detection instrume...

43 - Hazardous materials spill control and confinement. Includes confining or diking hazardous materials.The...

44 - Hazardous materials leak control and containment. Includes actions taken to keep a material within its c...

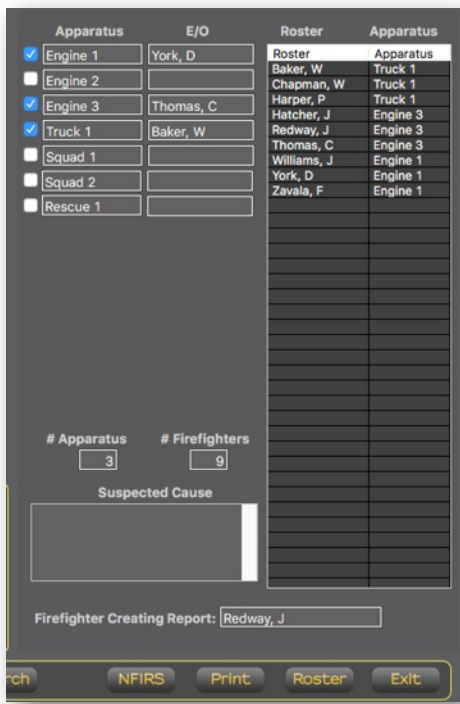
45 - Remove hazard. Includes neutralizing a hazardous condition.

46 - Decontaminate persons or equipment. Includes actions taken to prevent the spread of contaminants fro...

47 - Decontamination of occupancy or area exposed to hazardous materials.

48 - Remove hazardous materials. Includes a broad range of actions taken to remove hazardous materials fro...

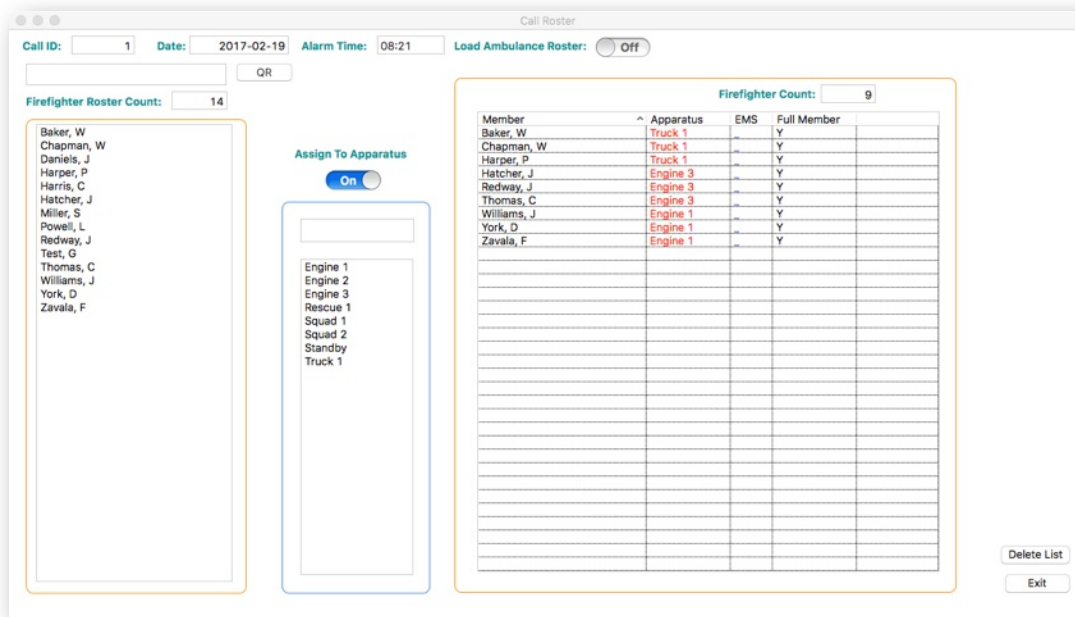
The rest of this section lets you enter other information about the call including Injuries, Deaths, Damage Estimates, and whether or not the Fire Marshal or the Building Inspector was called.



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



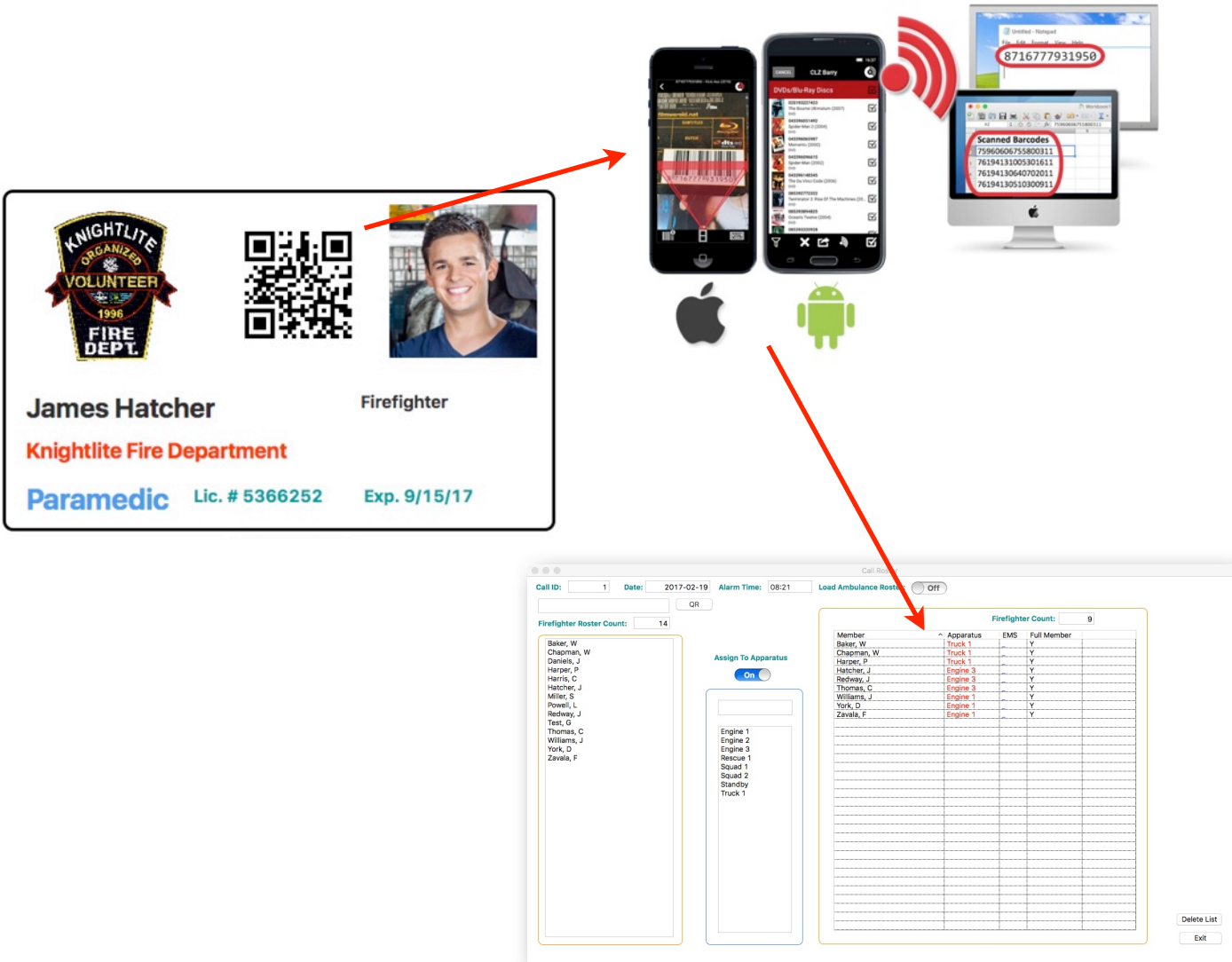
When the window opens, you will see a list box on the left side of the screen with a list of all your members. To manually add a member, simply double click on the member's name, and it will be added to the roster list to the right.

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.

Load Ambulance Roster: Off

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.

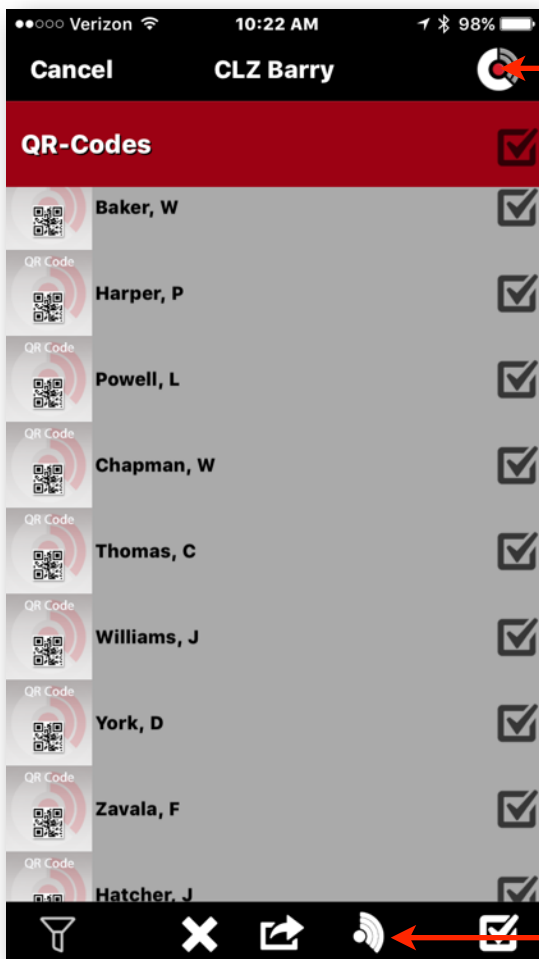
An easier way to add personnel to the Run form is to use a handheld QR Code scanner along with the **Membership Badge** cards created by Runs and Rosters.



We are currently testing an iPhone scanner called **CLZ Barry** (<http://www.clzbarry.com>) 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.



Indicates scanner is connected

The app stores the names. Check the names you want to import.

Tap to send to Runs and Rosters

Search Runs



The screenshot shows a software window titled "Runs And Rosters Search Database For Past Calls". It features a search interface with the following elements:

- Date Ranges:** A sidebar on the left with radio buttons for "Custom Date", "Today", "This Week", "Last Week", "This Month", "Last Month", "This Year To Date" (selected), "Last Year To Date", and "Last Year".
- Search Filters:** A section below the date ranges with radio buttons for "Don't Search For Keywords" (selected), "Search Streets", "Search Summary Keywords", "Search Call Number", "Search By Incident Type", and "Search By Firefighter".
- Search Parameters:** At the top, there are buttons for "Select Starting Date", "Select Ending Date", "Get Calls", and a "Search Caption" field with a dropdown menu. A "Target Caption" field and a "Count" field (showing 8) are also present.
- Table:** A central table with columns: Date, Time, Address, Narrative, Type, Call#, and Call ID. It contains 8 rows of call data.
- Actions:** At the bottom, there are buttons for "Load Selected Call", "Load All Calls Within Date Range", "View Email Text", "Send To Email", "Print Preview", "Print", and "Exit".

Date	Time	Address	Narrative	Type	Call#	Call ID
2017-02-19	08:21	2663521 Middlebury Rd	Carbon monoxide alarm sounding. Metered the house ...	CO Alarm	2017-0001	1
2017-03-02	08:33	12000 Middlebury Rd	Gasoline spill from overfilling vehicle. Cleaned up with ...	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
2017-03-03	08:12	175463 Main Street North	Mutual aid to the town of Woodbury. Shuttled water fr...	Mutual Aid	2017-0004	4
2017-03-03	12:17	267652 Algin Drive	Chimney fire in wood stove flue. Shut down air to woo...	Chimney Fire	2017-0006	6
2017-03-03	17:52	77777 Straits Turnpike	Elevator rescue. Used key to pen stuck door.	Misc. Rescue	2017-0007	7
2017-03-06	06:12	500 Woodside Heights	Lift Assist	Medical	2017-0011	11
2017-03-23	10:24	1782965 Middlebury Rd	Structure fire in basement. Attack crews were sent thr...	Structure Fire	2017-0012	12

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.

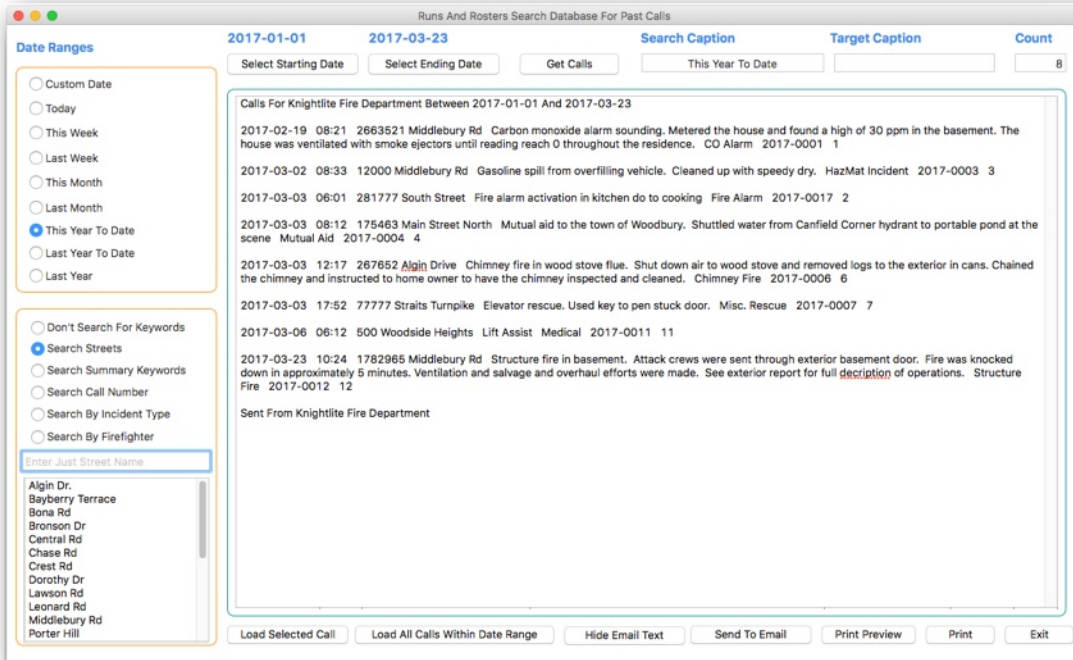
Click on the **Search Runs** button in the **Incident Call Information** section of the **Main Navigation** window. This is where you can easily search the Runs and Rosters database for past calls.

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.

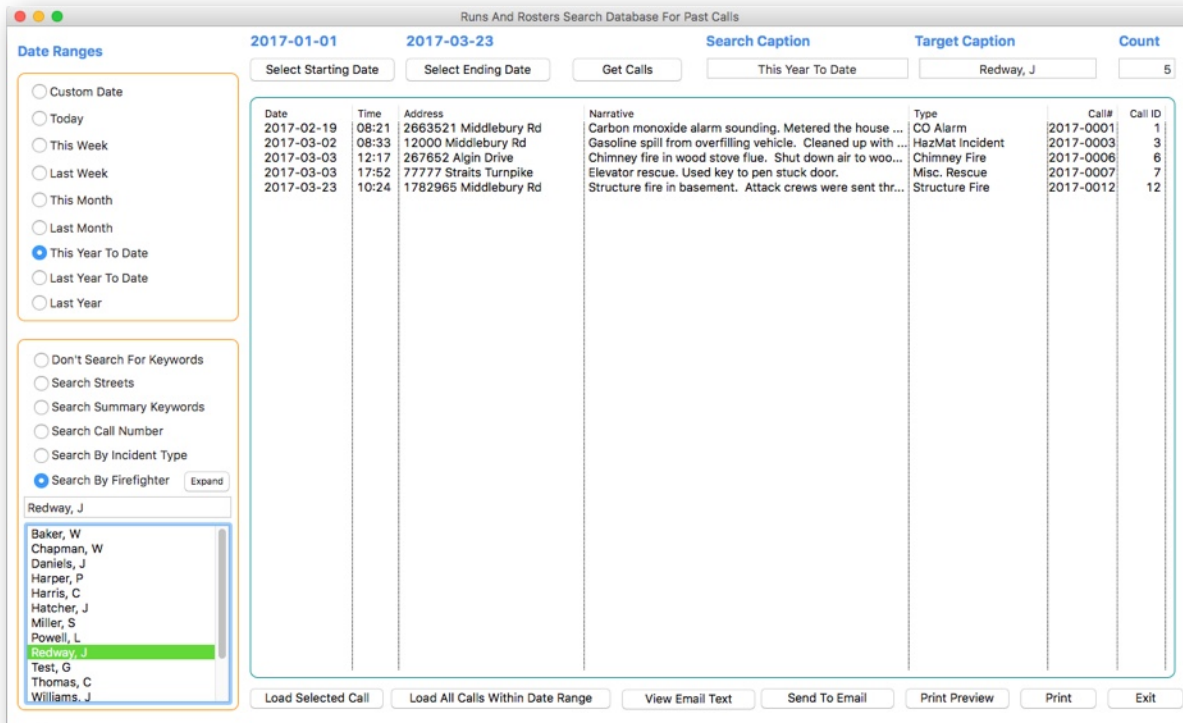
You can display and email the list of calls between your chosen date range by clicking on the **View Email Text** and **Send To Email** buttons.



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.



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.

The screenshot shows a search interface on the left with several radio button options: 'Don't Search For Keywords', 'Search Streets', 'Search Summary Keywords', 'Search Call Number', 'Search By Incident Type', and 'Search By Firefighter' (which is selected). Below these options is a search box containing 'Redway, J' and a list of firefighter names: Baker, W; Chapman, W; Daniels, J; Harper, P; Harris, C; Hatcher, J; Miller, S; Powell, L; Redway, J (highlighted in green); Test, G; Thomas, C; Williams, J. An 'Expand' button is next to the search box, and a red arrow points from it to the right-hand report.

The report on the right is titled 'Incident Response Breakdown For - Redway, J'. It features a summary table at the top:

Name	Starting Date	Ending Date	Count	Percentage	Total
Redway, J	2017-01-01	2017-03-23	5	62%	8

Below this is a table of incident types:

Incident Type	Number Of Calls	% Total Calls
Chimney Fire	1	100%
CO Alarm	1	100%
Fire Alarm	0	0%
HazMat Incident	1	100%
High-Angle Rescue	0	0%
Medical	0	0%
Misc. Fire	0	0%
Misc. Rescue	1	100%
Motor Vehicle Collision	0	0%
Motor Vehicle Fire	0	0%
Motor Vehicle Rescue	0	0%
Mutual Aid	0	0%
Public Service Call	0	0%
Search And Rescue	0	0%
Special Call	0	0%
Structure Fire	1	100%
Wildland Fire	0	0%

On the right side of the report, there is a section titled 'This Year To Date' with a photo of a firefighter and a lighthouse illustration. At the bottom are buttons for 'Print Preview', 'Print', and '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.

Knightsite Fire Department Call List
 Search Results For This Year To Date
 Starting Date: 2017-01-01 Ending Date: 2017-03-23 Number Of Calls: 8

Date	Time	Address	Narrative	IncidentType	Call #	Call ID
2017-02-19	08:21	2663521 Middlebury Rd	Carbon monoxide alarm sounding. Metastat the house and found a high of 50 ppm in the basement. The house was ventilated with window sashers until reading reach 0 throughout the residence.	CO Alarm	2017-0001	1
2017-03-02	08:33	12000 Middlebury Rd	Gasoline spill from overfilling vehicle. Cleaned up with HazMat incident spentry dry.	HazMat Incident	2017-0003	3
2017-03-03	06:01	281777 South Street	Fire alarm activation in kitchen due to cooking	Fire Alarm	2017-0017	2
2017-03-03	08:12	175483 Main Street North	Mutual aid to the town of Woodbury. Shuttled water from Central Center hydrant to private pond at the scene.	Mutual Aid	2017-0004	4
2017-03-03	12:17	267652 Algin Drive	Chimney fire in second above fuel. Shut down oil in wood stove and removed logs to the exterior in lawn. Closed the chimney and instructed to home owner to have the chimney inspected and cleaned.	Chimney Fire	2017-0006	6
2017-03-03	17:52	77777 Straits Tumpike	Elevator rescue. Used key to open stuck door.	Misc. Rescue	2017-0007	7
2017-03-06	06:12	500 Woodside Heights	Lift Assist	Medical	2017-0011	11
2017-03-23	10:24	1782965 Middlebury Rd	Structure fire in basement. Attack crews were sent through shell to basement door. Fire was knocked down in approximately 3 minutes. Ventilation and salvage and overhaul efforts were made. See exterior report for full description of operations.	Structure Fire	2017-0012	12

Knightsite Volunteer Fire Department Knightsite Software LLC

Knightsite Fire Department - Incident Response Breakdown
 Search Results For Redway, J - This Year To Date
 Starting Date: 2017-01-01 Ending Date: 2017-03-23 %: 62% Total Calls: 5

Incident Type	Number Of Calls	% Of Call Type	Total Calls
Chimney Fire	1	100%	1
CO Alarm	1	100%	1
Fire Alarm	0	0%	1
HazMat Incident	1	100%	1
High-Angle Rescue	0	0%	0
Medical	0	0%	1
Misc. Fire	0	0%	0
Misc. Rescue	1	100%	1
Motor Vehicle Collision	0	0%	0
Motor Vehicle Fire	0	0%	0
Motor Vehicle Rescue	0	0%	0
Mutual Aid	0	0%	1
Public Service Call	0	0%	0
Search And Rescue	0	0%	0
Special Call	0	0%	0
Structure Fire	1	100%	1
Wildland Fire	0	0%	0

Knightsite Volunteer Fire Department Incident Response Breakdown For Redway, J - This Year To Date Knightsite Software LLC

Run Statistics



Runs And Rosters Search Database For Run Statistics

2017-01-01 Starting Date 2017-11-11 Ending Date Search

Incident Types: 16 Count: 36

Id	Call Type	Number Of Calls	% Of All Calls
1	Chimney Fire	1	2 %
2	CO Alarm	4	11 %
3	Dumpster Fire	1	2 %
4	Fire Alarm	9	25 %
5	HazMat Incident	1	2 %
6	Medical	1	2 %
7	Misc. Fire	2	5 %
8	Misc. Rescue	1	2 %
9	Motor Vehicle Collision	8	22 %
10	Motor Vehicle Fire	2	5 %
11	Motor Vehicle Rescue	1	2 %
12	Mutual Aid	1	2 %
13	Public Service Call	1	2 %
14	Search And Rescue	1	2 %
15	Structure Fire	1	2 %

Run Statistics

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.

Knightlite Fire Department Run Statistics

Starting Date: 2017-01-01 Ending Date: 2017-03-26 Total Number Of Calls: 14

Call Key	Type Of Call	Number Of Calls
1	Chimney Fire	1
2	CO Alarm	1
3	Fire 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 Aid	1
12	Public Service Call	0
13	Search And Rescue	0
14	Special Call	0
15	Structure Fire	1
16	Wildland Fire	0

Knightlite Volunteer Fire Department Run Statistics Between 2017-01-01 And 2017-03-26 Knightlite Software LLC

Run Attendance



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.

Membership Performance

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

Knightlite Fire Department Call Attendance

Starting Date: 2017-01-01
Ending Date: 2017-03-23
Total Count: 8
Total Pay: \$344.00

Name	Calls	Points	Rate	Fire Pay	Percentage	Missed	Miles	Missage
Thomas, C	6	24	7	\$42.	75%	2	21.	\$2.94
York, D	6	24	7	\$42.	75%	2	14.4	\$2.02
Chapman, W	5	20	8	\$40.	62%	3	10.	\$1.4
Daniels, J	5	20	7	\$35.	62%	3	30.	\$4.2
Redkey, J	5	20	9	\$45.	62%	3	0.	\$0.
Hatchler, J	5	20	0	\$0.	62%	3	20.	\$2.8
Baker, W	4	16	10	\$40.	50%	4	2.	\$0.28
Harris, C	4	16	0	\$0.	50%	4	12.	\$1.68
Powell, L	4	16	6	\$24.	50%	4	20.	\$2.8
Williams, J	4	16	6	\$24.	50%	4	16.	\$2.24
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	8	6	\$12.	25%	6	0.	\$0.
Miler, S	2	8	6	\$12.	25%	6	0.	\$0.

Knightlite Volunteer Fire Department Call Attendance
Knightlite Software LLC

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 Department Incident Performance
Full Run Form Roster

Number Of Members Included:
Start Date: 2017-01-01
End Date: 2017-03-23

Membership Performance

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

Knightlite Volunteer Fire Department Performance Report from 2017-01-01 to 2017-03-23

0% of your Full Run Form Roster have not made one call during this period.

0% of your Full Run Form Roster have made less than 10% of the calls.

0% of your Full Run Form Roster have made less than 20% of the calls.

14% of your Full Run Form Roster have less than 30% of the calls.

21% of your Full Run Form Roster have less than 40% of the calls.

21% of your Full Run Form Roster have less than 50% of the calls.

42% of your Full Run Form Roster have more than 50% of the calls.

42% of your Full Run Form Roster have more than 60% of the calls.

14% of your Full Run Form Roster have more than 70% of the calls.

0% of your Full Run Form Roster have more than 80% of the calls.

0% of your Full Run Form Roster have more than 90% of the calls.

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



Firefighter Participation At Various Times Of Day - Runs And Rosters

2017-01-01 2017-03-23
 Select Starting Date Select End Date Search Calls Stored Date Range: Off Search Caption: This Year To Date AT: 14 NA: 0 %: 100% FirefighterCount: 14 Call Count: 8

Date Ranges:

- Custom Date
- Today
- This Week
- Last Week
- This Month
- Last Month
- This Year To Date
- Last Year To Date
- Last Year

Time Parameters:

Set Times:

Daytime	Evening	Overnight
07:00	15:00	00:00
14:59	23:59	06:59

Number Of Calls:

Daytime	Evening	Overnight
5	1	2

Firefighter Participation:

AT:	14	5	3
NA:	0	9	11
%:	100%	35%	21%

Time Ranges:

Stored Default

Firefighter	Daytime	Daytime %	Evening	Evening %	Overnight	Overnight %	Total	% All Calls	Missed
Baker, W	3	60%	0	0%	1	50%	4	50%	4
Chapman, W	5	100%	0	0%	0	0%	5	62%	3
Daniels, J	3	60%	1	100%	1	50%	5	62%	3
Harper, P	3	60%	0	0%	0	0%	3	37%	5
Harris, C	3	60%	0	0%	1	50%	4	50%	4
Hatcher, J	5	100%	0	0%	0	0%	5	62%	3
Miller, S	2	40%	0	0%	0	0%	2	25%	6
Powell, L	3	60%	1	100%	0	0%	4	50%	4
Redway, J	4	80%	1	100%	0	0%	5	62%	3
Test, G	2	40%	0	0%	0	0%	2	25%	6
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
Zavala, F	4	80%	0	0%	0	0%	4	50%	4

Full Runform Roster

List Voters Only: Off List Officers Only: Off

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.

Knighlite Fire Department This Year To Date
 Starting Date: 2017-01-01 Ending Date: 2017-03-23 Firefighter Count: 14 Total Call Count: 8

	Daytime	Evening	Overnight	All Times
Number Of Calls:	5	1	2	8
Attendance:	14	5	3	14
No Attendance:	0	9	11	0
% Attendance:	100%	35%	21%	100%

Firefighter	Daytime	Daytime %	Evening	Evening %	Overnight	Overnight %	Total	% All Calls	Missed
Baker, W	3	60%	0	0%	1	50%	4	50%	4
Chapman, W	5	100%	0	0%	0	0%	5	62%	3
Daniels, J	3	60%	1	100%	1	50%	5	62%	3
Harper, P	3	60%	0	0%	0	0%	3	37%	5
Harris, C	3	60%	0	0%	1	50%	4	50%	4
Hatcher, J	5	100%	0	0%	0	0%	5	62%	3
Miller, S	2	40%	0	0%	0	0%	2	25%	6
Powell, L	3	60%	1	100%	0	0%	4	50%	4
Redway, J	4	80%	1	100%	0	0%	5	62%	3
Test, G	2	40%	0	0%	0	0%	2	25%	6
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
Zavala, F	4	80%	0	0%	0	0%	4	50%	4

Knighlite Volunteer Fire Department Time Of Day List - This Year To Date - Full Runform Roster
 Knighlite Software LLC

Ambulance Attendance:



Runs And Rosters Medical Call Attendance

2017-01-01 Starting Date 2017-11-12 Ending Date Calculate **Full Run Form Roster**

Total Pay: \$375.00 EMS Calls: 5 Total Calls: 36

Preset Date Ranges

Custom Date

Today

This Week

Last Week

This Month

Last Month

This Year To Date

Last Year To Date

Last Year

Name	# Calls	Points	Rate	Pay	Percentage	# Missed
Baker, W	2	8	15	\$30.00	40%	3
Chapman, W	2	8	15	\$30.00	40%	3
Daniels, J	3	12	15	\$45.00	60%	2
Harper, P	2	8	15	\$30.00	40%	3
Harris, C	3	12	15	\$45.00	60%	2
Hatcher, J	3	12	15	\$45.00	60%	2
Powell, L	1	4	15	\$15.00	20%	4
Redway, J	2	8	15	\$30.00	40%	3
Thomas, C	3	12	15	\$45.00	60%	2
Williams, J	1	4	15	\$15.00	20%	4
York, D	3	12	15	\$45.00	60%	2

Membership Performance

0% 0%

1% To 10% < 10%

11% To 20% 2 < 20%

21% To 30% < 30% 2

31% To 40% 4 < 40% 2

41% To 50% < 50% 6

51% To 60% 5 > 50% 5

61% To 70% > 60%

71% To 80% > 70%

81% To 90% > 80%

91% To 100% > 90%

EMS Roster Count:

Name	Rate
Baker, W	10
Chapman, W	8
Daniels, J	7
Harper, P	0
Harris, C	6
Hatcher, J	6
Powell, L	6
Redway, J	9
Thomas, C	7
Williams, J	6
York, D	7

Points And Rates

Set Points:

Set Pay Rate:

Fire Pay Rate **Ambulance Rate**

Print Preview Print Exit



Origin: 93 Porter Hill, Middlebury CT Destination: Four Corners, Middlebury, CT

Distance: 1.4 mi Duration: 4 mins

Distance	Duration	Directions
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

Map Type: Roadmap Terrain Satellite Hybrid

Start Location: 41.5379209,-73.1067494
 End Location: 41.5377202,-73.1083926
 Start Address: 93 Porter Hill Rd, Middlebury, CT 06762, USA
 End Address: Four Corners 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.

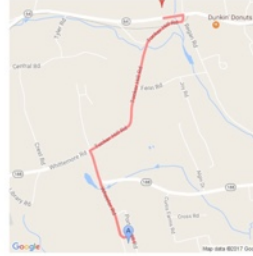
Because Runs and Rosters uses the **Google Maps** engine, you can sometimes just type in a destination by its name and town. If a business is registered with Google, the destination can be quickly located.

The map and directions can then be printed out.



Knightlite Fire Department Map Directions

Origin: 93 Porter Hill, Middlebury CT
Destination: Four Corners, Middlebury, CT
Distance: 1.4 mi
Duration: 4 mins
Start: 41.5379200,-73.1067494
End: 41.5377202,-73.1083926



Distance	Duration	Directions
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

Knightlite Volunteer Fire Department - Directions To -> Four Corners, Middlebury, CT

Knightlite Software LLC

Get Directions



Runs And Roster Street Directory Directions

Destination: West Lake Rd, Middlebury CT

Origin: 93 Porter Hill, Middlebury CT Change Origin **Count:** 30

Street	Distance	Duration
Algin Dr., Middlebury CT	66.5 mi	1 hour 29 ...
Bayberry Terrace, Middlebury CT	66.0 mi	1 hour 28 ...
Bona Rd, Middlebury CT	67.7 mi	1 hour 31 ...
Bronson Dr, Middlebury CT	66.9 mi	1 hour 29 ...
Camp Rd, Middlebury CT	67.5 mi	1 hour 31 ...
Central Rd, Middlebury CT	66.1 mi	1 hour 28 ...
Chase Rd, Middlebury CT	65.7 mi	1 hour 27 ...
Clubhouse Dr., Middlebury CT	70.0 mi	1 hour 34 ...
Country Club Rd, Middlebury CT	65.4 mi	1 hour 26 ...
Crest Rd, Middlebury CT	66.5 mi	1 hour 29 ...
Curtis Rd, Middlebury CT	66.8 mi	1 hour 29 ...
Dorothy Dr, Middlebury CT	65.4 mi	1 hour 27 ...
Dwyer Rd, Middlebury CT	67.1 mi	1 hour 30 ...
Fair Haven Dr., Middlebury CT	57.6 mi	1 hour 29 ...
Joy Rd, Middlebury CT	66.0 mi	1 hour 28 ...
Lawson Rd, Middlebury CT	65.9 mi	1 hour 28 ...
Leonard Rd, Middlebury CT	67.2 mi	1 hour 30 ...
Middlebury Rd, Middlebury CT	66.5 mi	1 hour 27 ...
Porter Hill, Middlebury CT	66.7 mi	1 hour 29 ...
Shaddock Rd, Middlebury CT	66.4 mi	1 hour 28 ...
South Street, Middlebury CT	68.3 mi	1 hour 31 ...
Straits Turnpike, Middlebury CT	64.4 mi	1 hour 24 ...
Three Mile Hill, Middlebury CT	65.9 mi	1 hour 27 ...
Tranquillity Rd, Middlebury CT	68.1 mi	1 hour 30 ...
Tucker Hill Rd, Middlebury CT	65.8 mi	1 hour 27 ...
Waters Street, Middlebury CT	66.5 mi	1 hour 28 ...
West Lake Rd, Middlebury CT	69.2 mi	1 hour 32 ...
Wheeler Rd, Middlebury CT	66.5 mi	1 hour 28 ...
White Deer Rock Rd, Middlebury CT	60.0 mi	1 hour 33 ...
Whittemore Rd, Middlebury CT	66.4 mi	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 onto CT-188 S - 2 mins - 0.9 mi
Turn left onto CT-188 S/CT-64 W - 1 min - 0.6 mi
Turn right onto 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

Distance: 3.6 mi
Duration: 8 mins

Map Type
 Roadmap Terrain
 Satellite Hybrid

Start Location: 41.5267192,-73.1574798
End Location: 41.5298549,-73.1581564

Fill In Default City and State? + - Update

16 Print Directory Exit

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.

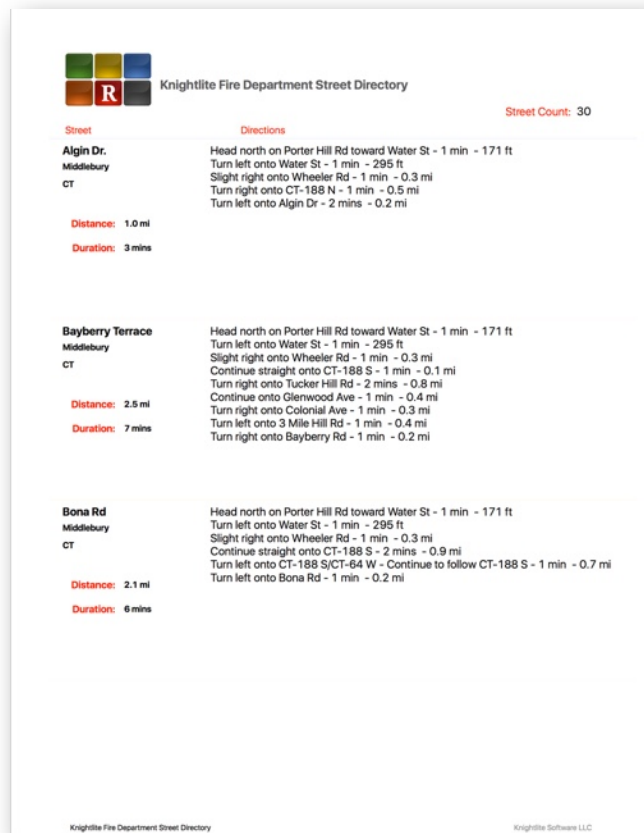
When the street name is recorded, it will be available in other places in the app such as the Run Form window where you enter the street address of the location of the call. Instead of typing the street name in, you can select from a drop-down box.

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.



Press Report Window



Date	Time	Address	Press Narrative
2017-03-02	08:33	12000 Middlebury Rd	Gasoline spill from overfilling vehicle
2017-03-03	06:01	281777 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	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	600 Woodside Heights	Lift Assist. Assisted patient who fell on floor back into bed.

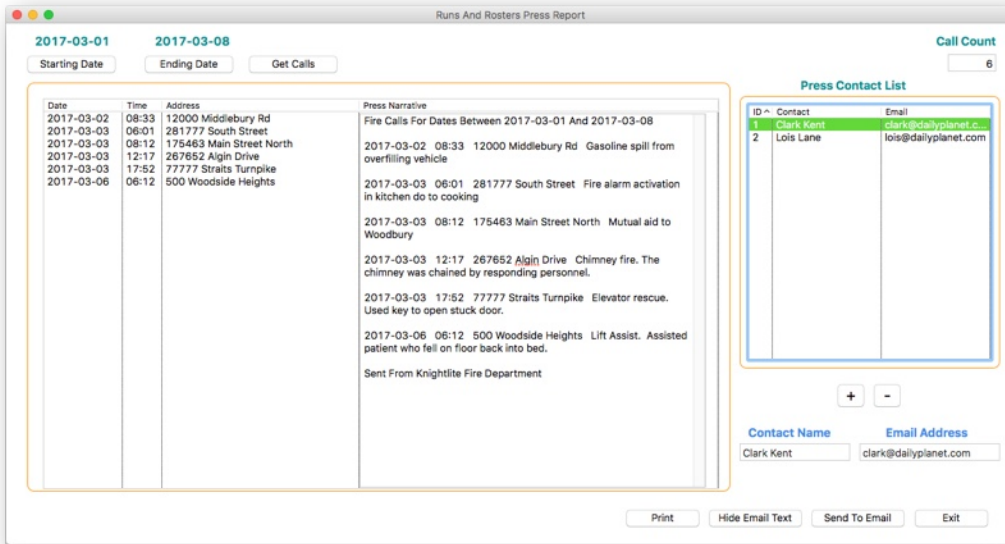
ID	Contact	Email
1	Clark Kent	clark@dailyplanet.c...
2	Lois Lane	lois@dailyplanet.com

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.

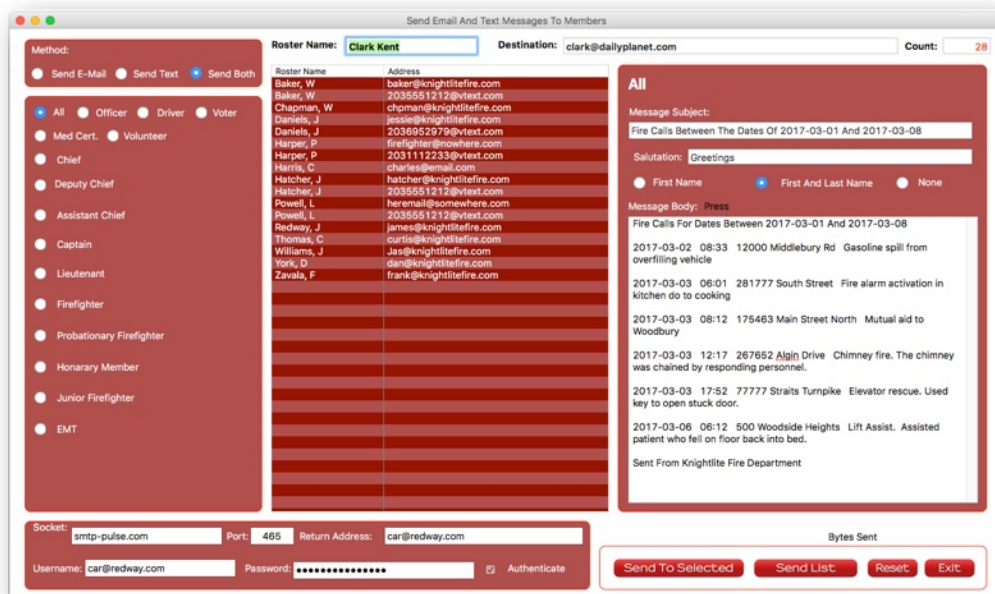
The first step is to choose the date range of runs. Click the **Starting Date** and **Ending Date** buttons and select each date from the calendar. Then click on the **Get Calls** button. Runs and Rosters will search the database for all runs within the date range and display them in the list box.



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.





Knightlite Fire Department Press Report

Starting Date: 2017-03-01

Ending Date: 2017-03-08

Date	Time	Address	Press Narrative
2017-03-03	06:01	281777 South Street	Fire alarm activation in kitchen do to cooking
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



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 **Training Date** 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.

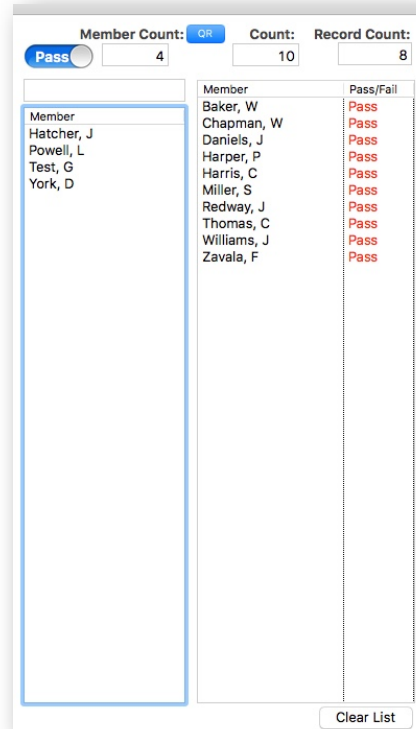
Fill in all the fields and click the **Save** button to save the drill. If this is a type of drill you want to reuse on another occasion, you can save the drill as a template that can be added to your **Drill Library**.

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.

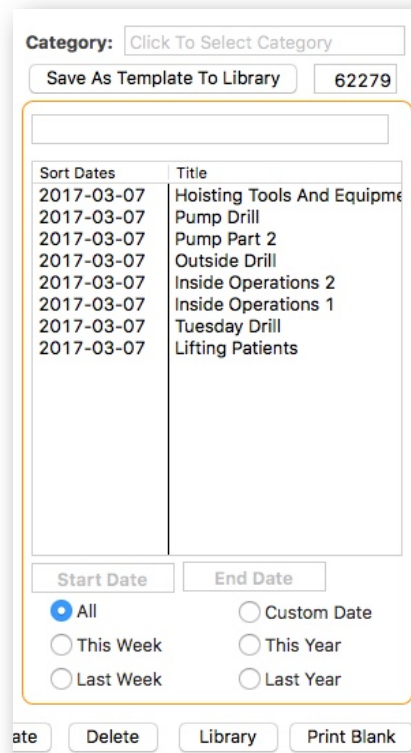
Once you save your drill, you can add the roster to the record so that firefighters will receive credit for the training session. To add a name, **double-click** on the firefighter's name on the box on the left and it will be added to the box on the right. You can grade the firefighter by activating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



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.



Printing Drills



Knightlite Fire Department Training Record

Drill Title: **Hoisting Tools And Equipment**

Drill ID: 1

Date: 2017-03-07

OIC: Baker, W

Firefighter: _____

Start Time: _____

End Time: _____

Hours: _____

Location: Fire HQ

Critical Safety Points:

No walking under hoisting evolution. Helmets must be worn. Safeties tied into hitch or knot. Edge protection and safety for members work

Tasks:

Hoist assigned tools and equipment a minimum of 10 feet using the proper knot or hitch.

NFPA Standard: NFPA 1001

OSFM: 2-21 to 2-8.24

JPR#: 5.1.2

SOG:

Equipment: Gloves, helmet, axe, pike pole, exhaust fan, 14 foot ladder, 50 foot hoseline, and utility rope.

Apparatus: Engine 1, Truck 1.

Member Instructions: Properly tie knots or hitches to safely hoist tools and equipment as assigned by instructor.

Instr. Instructions: Instruct members to tie off and hoist tools and equipment a minimum of 10 feet off ground.

Task Steps:

- 1: Wear helmet and gloves at a minimum when perform evolution.
- 2: Select elevation to hoist to attain 10 feet off the ground.
- 3: Place tools and equipment in lifting area.
- 4: Includes axe, pike pole, roof ladder, smoke ejector or uncharged hoseline.
- 5: Locate and deploy utility rope from elevation to ground.
- 6: The specific hitch and or knot to hoist from the ground area.
- 7: Spot tool as necessary with running end of rope.
- 8:
- 9:
- 10:

First Test		Re-Test	
Pass	Fail	Pass	Fail

Knightlite Volunteer Fire Department Drill Sheet

Knightlite Software LLC

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.



Knightlite Fire Department Training Record

Drill Title: **Hoisting Tools And Equipment**

Drill ID: 1

Date: **2017-03-07**

Officer In Charge: **Baker, W**

Start Time: 10:00 End Time: 12:00 Hours: 2.00 Location: Fire HQ

Critical Safety Points:

No walking under hoisting evolution. Helmets must be worn. Safeties tied into hitch or knot. Edge protection and safety for members working above ground.

Tasks:

Hoist assigned tools and equipment a minimum of 10 feet using the proper knot or hitch.

NFPA Standard: **NFPA 1001**

OSFM: **2-21 to 2-8.24**

JPR#: **5.1.2**

SOG:

Equipment: Gloves, helmet, axe, pike pole, exhaust fan, 14 foot ladder, 50 foot hoseline, and utility rope.

Apparatus: Engine 1, Truck 1.

Member Instructions: Properly tie knots or hitches to safely hoist tools and equipment as assigned by instructor.

Instr. Instructions: Instruct members to tie off and hoist tools and equipment a minimum of 10 feet off ground.

Task Steps:

- 1: Wear helmet and gloves at a minimum when perform evolution.
- 2: Select elevation to hoist to attain 10 feet off the ground.
- 3: Place tools and equipment in lifting area.
- 4: Includes axe, pike pole, roof ladder, smoke ejector or uncharged hoseline.
- 5: Locate and deploy utility rope from elevation to ground.
- 6: The specific hitch and or knot to hoist from the ground area.
- 7: Spot tool as necessary with running end of rope.
- 8:
- 9:
- 10:

Roster

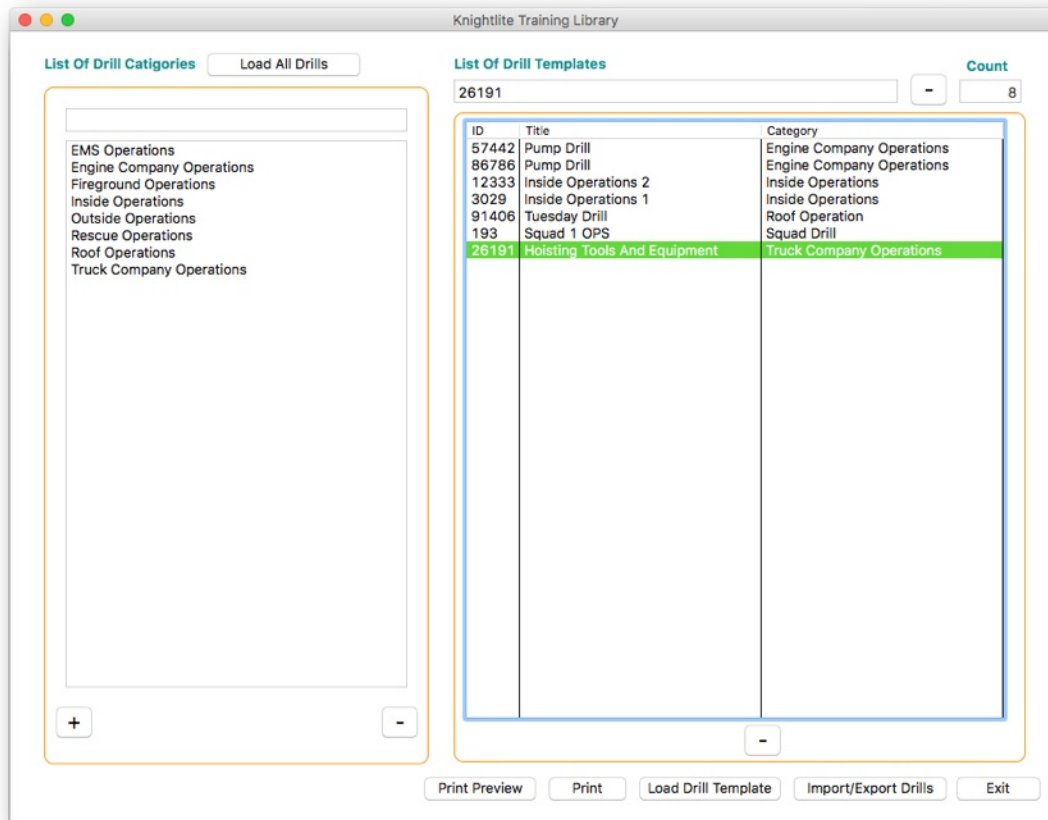
Baker, W
Chapman, W
Daniels, J
Harper, P
Harris, C
Miller, S
Redway, J
Thomas, C
Williams, J
Zavala, F

Score

Pass
Pass
Pass
Pass
Pass
Pass
Pass
Pass
Pass
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.



Writing creative and useful drills is a challenging endeavor. It takes time and well thought-out 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:

Nothing selected

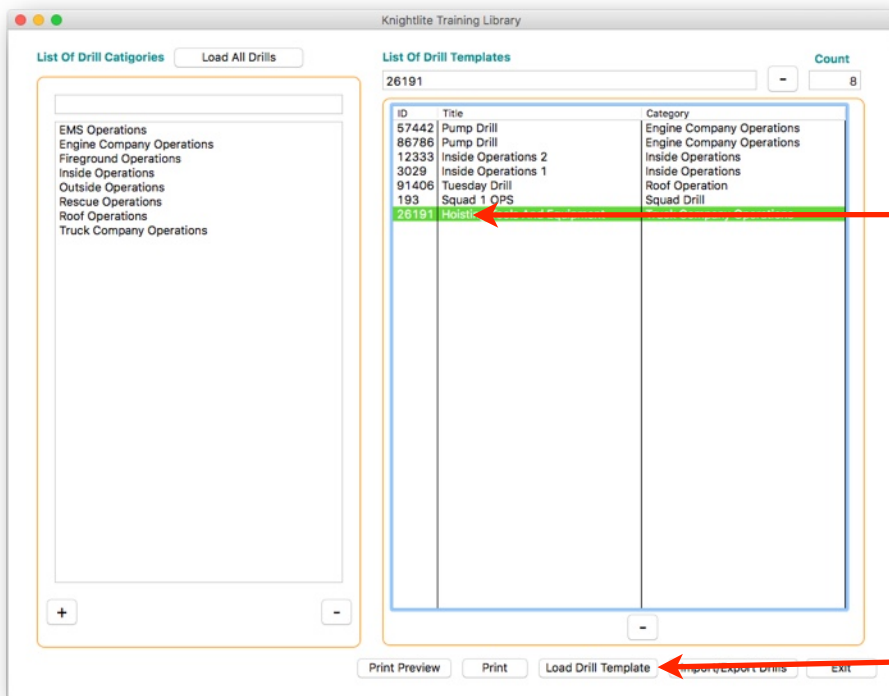
Sort Dates	Title
2017-03-30	Water Supply
2017-03-07	Hoisting Tools And Equipme
2017-03-07	Pump Drill
2017-03-07	Pump Part 2
2017-03-07	Outside Drill
2017-03-07	Inside Operations 2
2017-03-07	Inside Operations 1
2017-03-07	Tuesday Drill
2017-03-07	Lifting Patients

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



Click on Drill Template Name.

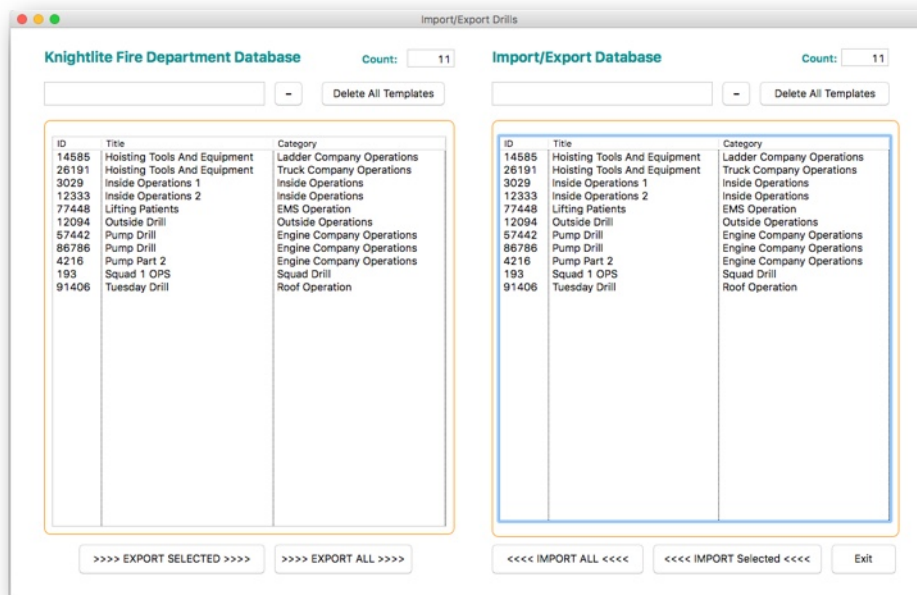
Click on Load Drill Template

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



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



Runs And Rosters Training Statistics

2017-01-01 Starting Date 2017-04-01 Ending Date Calculate

Full Run Form Roster

Total Training Hours: 4.00 Total Drills: 10

Membership Performance

0% 0%

1% To 10% < 10%

11% To 20% < 20%

21% To 30% <30%

31% To 40% <40%

41% To 50% <50%

51% To 60% >50%

61% To 70% >60%

71% To 80% >70%

81% To 90% >80%

91% To 100% >90%

Points
Set Points:

Print Preview Print Exit

Name	# Drills	Hours	Points	Pass	Fail	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	0%	10
Zavala, F	2	2.00	4	2	0	20%	8

Member Count:


Name	Rate
Baker, W	10
Chapman, W	8
Daniels, J	7
Harper, P	0
Harris, C	6
Hatcher, J	0
Miller, S	6
Powell, L	6
Redway, J	9
Test, G	6
Thomas, C	7
Williams, J	6
York, D	7
Zavala, F	7

Click on the **Training Attendance** button on the **Main Navigation** window to access the training attendance records for your department. You can choose between pre-established 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**.

 Knightlite Fire Department Training Attendance

Starting Date: 2017-01-01 Ending Date: 2017-04-01 Drill Count: 10 Total Hours: 4.00

Name	Drills	Hours	Points	Pass	Fail	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	0%	10
Zavala, F	2	2.00	4	2	0	20%	8

Medical Certification Expiration Dates



Runs And Rosters Medical Expiration Date

List Of Medical Licenses, and Expiration Dates Licenses Expiring Count:

Last Name	First Name	Certification	License Num.	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
Williams	Jason	EMT		2/20/19	690
York	Daniel	EMT		2/19/19	689

Days Away From Expiration:

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.

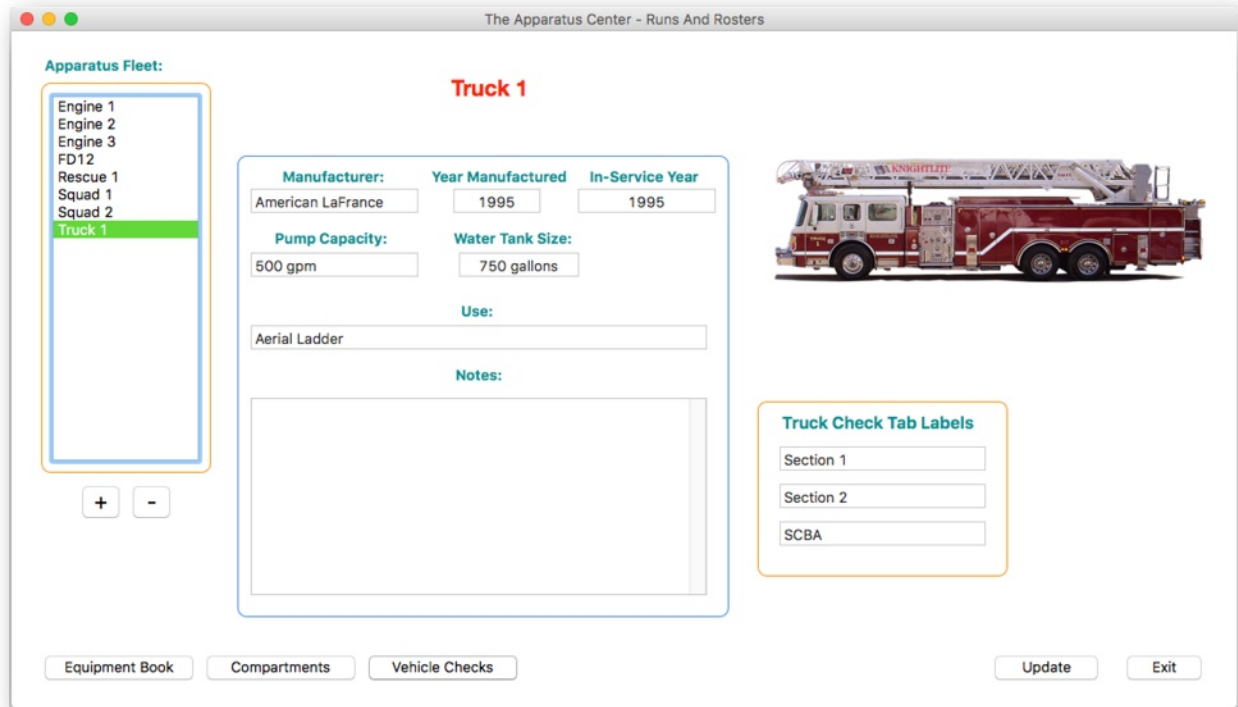
The report can then be printed out and can be posted at the firehouse for your members to see. This feature gives fire departments an advanced warning as to when these certification dates are going to expire.

Medical Certification Expiration Dates

Within Time Period: License Count:

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
Williams	Jason	EMT		2/20/19	690
York	Daniel	EMT		2/19/19	689

Knightite Volunteer Fire Department Medical Certification Expiration Dates Knightite Software LLC



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.

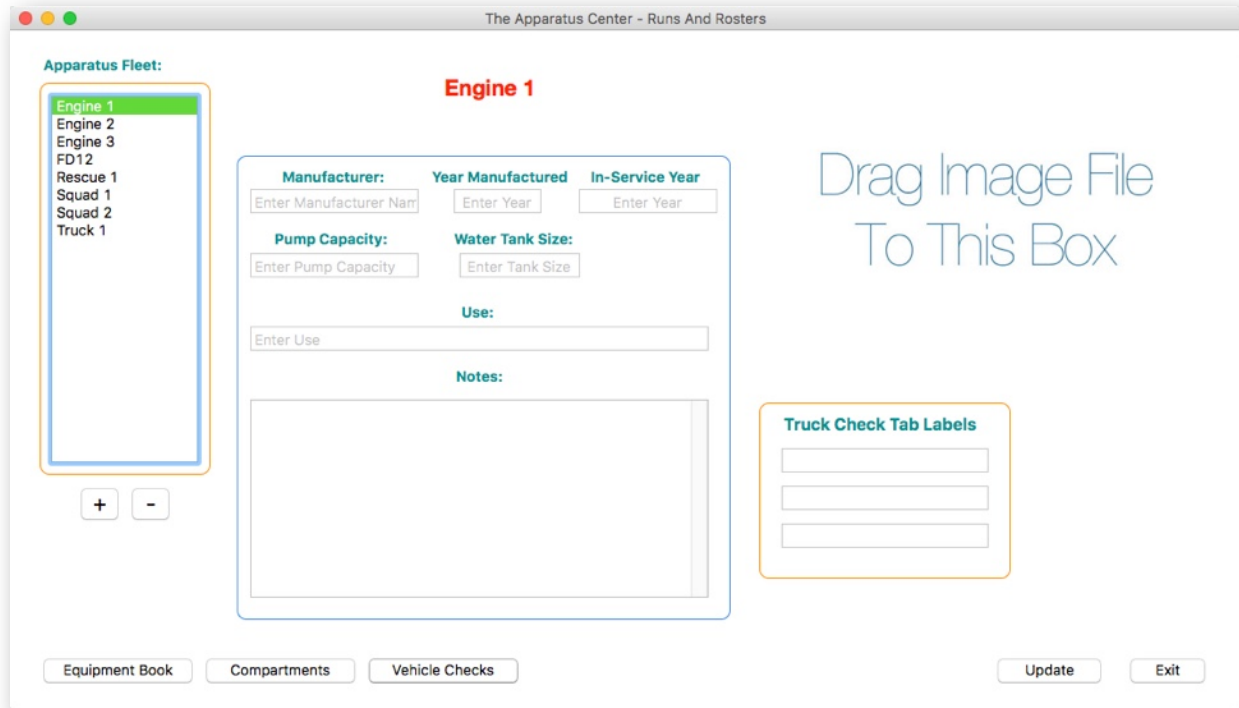
3) Apparatus Equipment Book - You can create equipment books that will list every piece of equipment on your apparatus. Equipment books are extremely helpful for new members and allow them to become familiar with what is on the apparatus and where it is supposed to go back when taken off.

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



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



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.

Section 1	Section 2	SCBA	Notes
Fuel Level	Full	Tire Pressure RO	NA
Engine Oil Level	Full	Tire Pressure RI	NA
Radiator Level	Full	Tire Pressure LOB	OK
Power Steering Level	Full	Tire Pressure LIB	OK
Battery A	OK	Tire Pressure ROB	OK
Battery B	OK	Tire Pressure RIB	OK
Water Tank Level	NA	Heater/Defroster	OK
Run Engine 15 Minutes	OK	Lights	OK
Tire Pressure LF	OK	Wipers	OK
Tire Pressure RF	OK	Air Horn	OK
Tire Pressure LO	OK	Sirens	OK
Tire Pressure LI	OK	Electronic Siren	OK
		Backup Alarm	OK
		Generator Operation	OK
		Ladder Operation	OK
		Honda Generator	NA
		Medical Jump Bag	NA
		Cut-Off Saw	OK
		Chainsaw	OK
		Gas Cans	Full
		Extraction Equipment	OK
		Portable Generator	OK
		Portable Generator Fuel	Full
		Indian Tanks	OK

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.

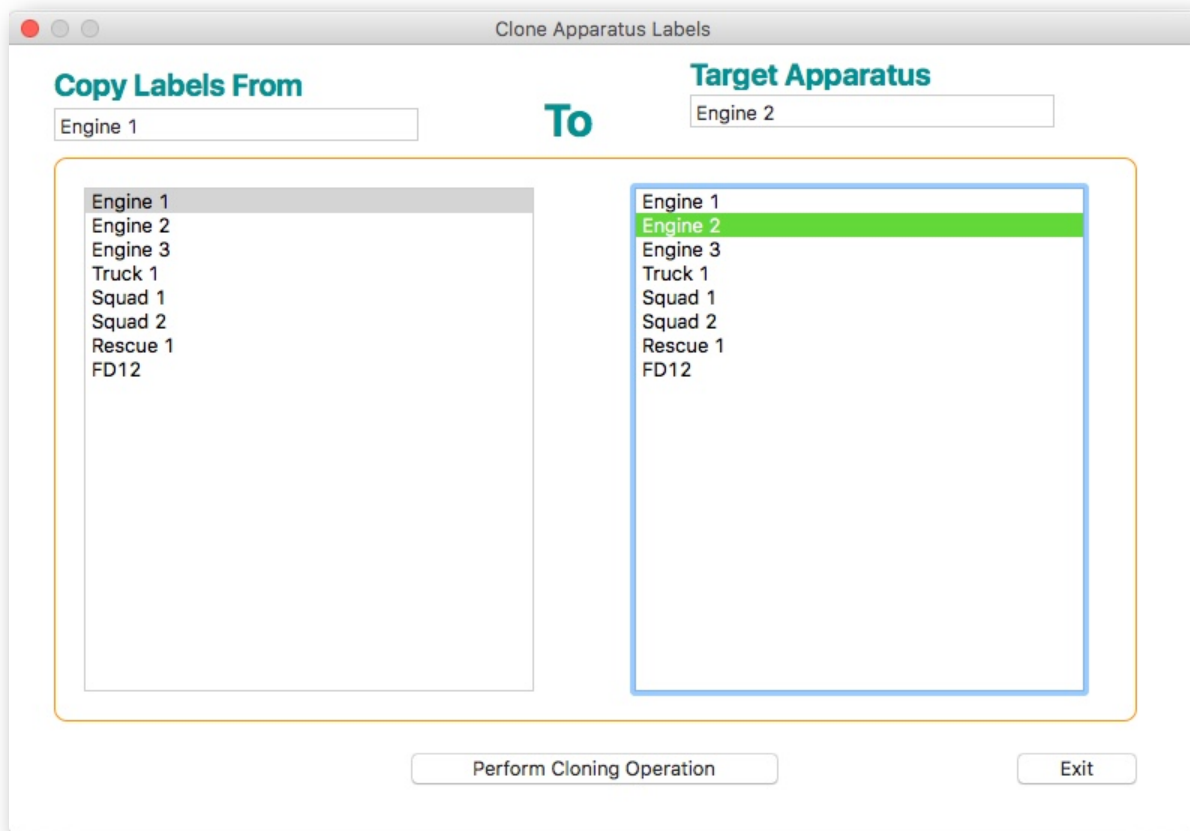
We created some shortcut keys to make entering data easy.

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



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.

Knightlite Fire Department Truck Check Form

Apparatus: Truck 1 Date: _____ Engineer: _____ Check ID: _____

Start Time: _____ Ending Time: _____ Hours: _____

Section 1

Fuel Level _____	Tire Pressure RO _____	Backup Alarm _____	Needs Attention
Engine Oil Level _____	Tire Pressure RI _____	Generator Operation _____	
Radiator Level _____	Tire Pressure LOB _____	Ladder Operation _____	
Power Steering Level _____	Tire Pressure LIB _____	Honda Generator _____	
Battery A _____	Tire Pressure ROB _____	Medical Jump Bag _____	
Battery B _____	Tire Pressure RIB _____	Cut-Off Saw _____	
Water Tank Level _____	Heater/Defroster _____	Chainsaw _____	
Run Engine 15 Minutes _____	Lights _____	Gas Cans _____	
Tire Pressure LF _____	Wipers/SS _____	Extraction Equipment _____	
Tire Pressure RF _____	Air w/w _____	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 _____	
Cellular Phone _____		
On-Spot Chains _____		
Foam Eductor _____		
HazMat Supplies _____		
Ice Sulf _____		
K12 Saw _____		
Air Bags _____		
Life Safety Rope _____		
Stokes Basket _____		
Aler 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 _____

Truck 1 - Engineer's Signature: _____ Date: _____ Knightlite Software LLC

Knightlite Fire Department Truck Check Form

Apparatus: Truck 1 Date: 2017-03-14 Engineer: Baker, W Check ID: 1

Start Time: 09:00 Ending Time: 10:00 Hours: 1.00

Section 1

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

Section 2

Fire Extinguishers OK	Confined Space OK	
High Intensity Lamps OK	Resuscitator OK	
Cellular Phone OK		
On-Spot Chains OK		
Foam Eductor OK		
HazMat Supplies NA		
Ice Sulf OK		
K12 Saw OK		
Air Bags OK		
Life Safety Rope OK		
Stokes Basket OK		
Aler Chisel And Bottle OK		

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 _____

Truck Check ID: 1 2017-03-14 - Truck 1 - Baker, W Knightlite Software LLC

Searching Vehicle Check Reports



All Apparatus Custom Date

2017-01-01 2017-12-31

All Apparatus

This Week This Month This Year

Last Week Last Month Last Year

Sort Dates	Apparatus	Engineer	ID
2017-10-14	Engine 3	Chapman, W	4
2017-10-14	Engine 2	Thomas, C	9
2017-10-14	Rescue 1	Chapman, W	10
2017-10-06	FD12	Daniels, J	6
2017-09-18	Engine 3	Baker, W	11
2017-09-14	Squad 1	Chapman, W	3
2017-09-14	Truck 1	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



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.

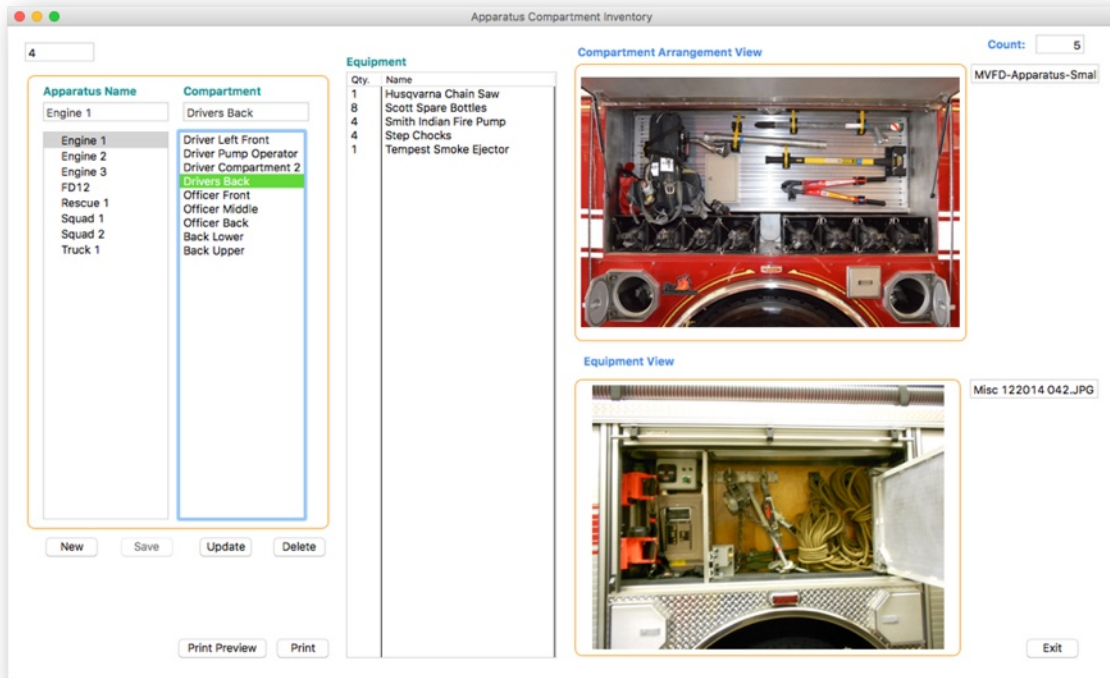
If your fire department does pay a per-vehicle check pay, you can assign one of two values.

1) Standard Rates - uses regular fire pay for a per-call 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.

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

Knightlite Fire Department Engine 1 Compartment Inventory

Compartment: Drivers Back Item Count: 5

Compartment Arrangement View Equipment View

Equipment List

Quantity	Name
1	Husqvarna Chain Saw
8	Scott Spare Bottles
4	Smith Indian Fire Pump
4	Step Chocks
1	Tempest Smoke Ejector

Knightlite Volunteer Fire Department Compartment Inventory For Engine 1 - Drivers Back Knightlite Software LLC

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 Compartment Arrangement View and the Equipment View 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 drop-down 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

Image



QR Image File:



Show QR Text

All Compartments Current Compartment

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.

Image



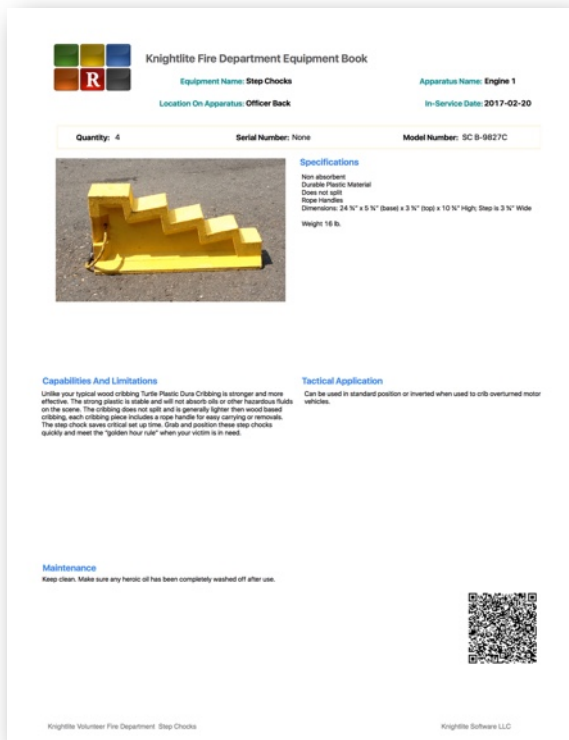
QR Image File:

ID #: 1 Qty: 4
Name: Step Chocks
Apparatus: Engine 1
Location: Officer Back
Serial Number: None
Date: 2017-02-20

Hide QR Text

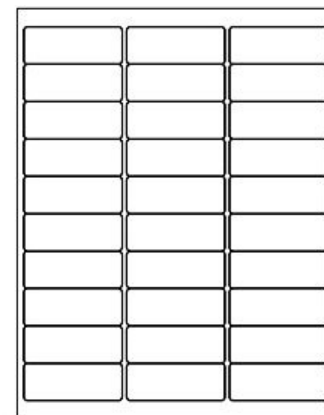
All Compartments Current Compartment

Printing Apparatus Equipment Book

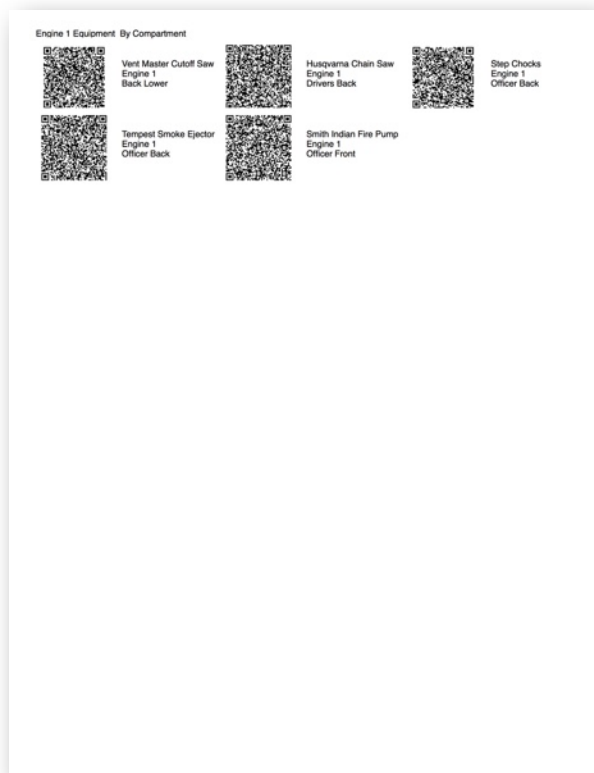


Once you have created your **Apparatus Equipment Book** records, you can print them out and bind them together to form a comprehensive reference for the apparatus.

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



Printing Equipment Labels



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.

Fuel Log



Date	Apparatus	Mileage	Engineer	Gasoline	Diesel	Total	ID
2017-03-27	Engine 3	12060	Chapman, W	10	10	20	10
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	0	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

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 **Date** 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

Starting Date: 2017-01-01 Ending Date: 2017-12-31 Total Count: 9
 Beginning Mileage: Not Calculated Ending Mileage: Not Calculated

Gallons Gasoline		Gallons Diesel		Total Fuel		Total Mileage	
116.00		155.00		271.00			
Date	Apparatus	Mileage	Engineer	Gasoline	Diesel	Total	ID
2017-03-27	Engine 3	12060	Chapman, W	10	10	20	10
2017-03-27	Truck 1	12100	Harris, C	10	20	30	11
2017-03-19	Engine 3	13045	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	13000	Harris, C	20	45	65	7
2017-02-07	Engine 2	14000	Daniels, J	0	20	20	6

1) **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.

2) **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.

Starting Date: 2017-01-01 Ending Date: 2017-12-31 Total Count: 3
 Beginning Mileage: 12000 Ending Mileage: 12060

Gallons Gasoline		Gallons Diesel		Total Fuel		Total Mileage	
50.50		30.00		80.50			
Date	Apparatus	Mileage	Engineer	Gasoline	Diesel	Total	ID
2017-03-27	Engine 3	12060	Chapman, W	10	10	20	10
2017-03-19	Engine 3	12045	Harris, C	20	20	40	9
2017-03-01	Engine 3	12000	Harris, C	20.5	0	20.5	4

3) **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

All three reports can be printed out by clicking on the **Print** button.

Starting Date: 2017-01-01 Ending Date: 2017-12-31 Total Count: 3
 Beginning Mileage: Not Calculated Ending Mileage: Not Calculated

Gallons Gasoline		Gallons Diesel		Total Fuel		Total Mileage	
116.50		155.00		271.50			
Date	Apparatus	Mileage	Engineer	Gasoline	Diesel	Total	ID
2017-01-01	Engine 1	121.00	Multiple	20.00	40.00	60.00	NA
2017-01-01	Engine 2	0.00	Multiple	0.00	20.00	20.00	NA
2017-01-01	Engine 3	60.00	Multiple	50.50	30.00	80.50	NA
2017-01-01	FD12	0.00	Multiple	0.00	0.00	0.00	NA
2017-01-01	Rescue 1	0.00	Multiple	0.00	0.00	0.00	NA
2017-01-01	Squad 1	0.00	Multiple	0.00	0.00	0.00	NA
2017-01-01	Squad 2	0.00	Multiple	16.00	0.00	16.00	NA
2017-01-01	Truck 1	100.00	Multiple	30.00	65.00	95.00	NA

Meetings:



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 **Meeting Date** 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.

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 **Meeting Date** 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 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.

Meetings Attendance



Searching Minutes

ID	Sort Dates	Title
3	2017-04-13	Third Meeting
2	2017-03-08	March 2017 - Regular M...
1	2017-03-08	March Meeting

2017-01-01 2017-12-31

All Custom Date

This Week This Month This Year

Last Week Last Month Last Year

Search By Keyword:

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.

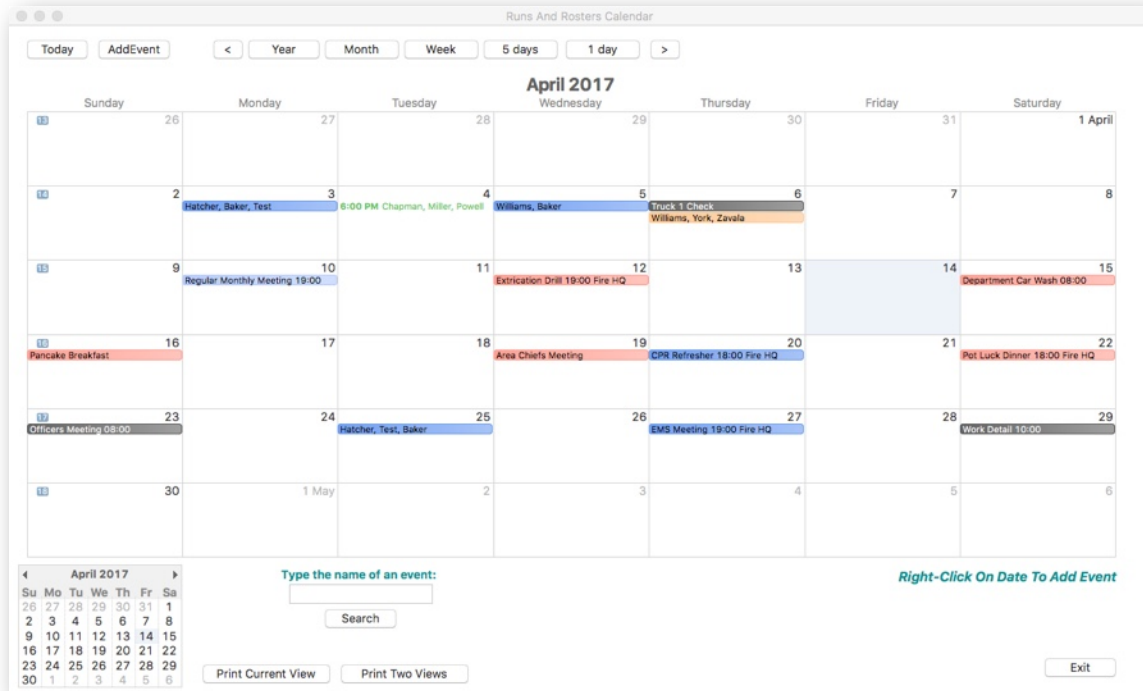
With Runs and Rosters, all that needs to be done is:

- 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**.

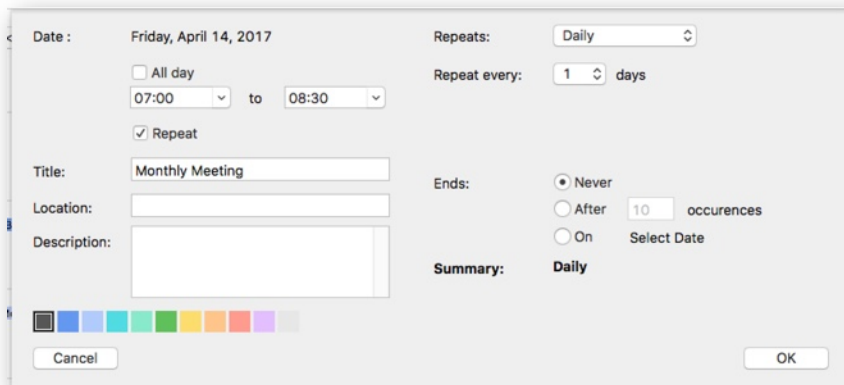
All the meetings in which "generator" appears in the minutes will be displayed in the list box. This greatly reduces the time it takes to locate specific topics that had been discussed in past meetings.

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**.



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

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13 26	27	28	29	30	31	1 April
14 2	Hatcher, Baker, Test	6:00 PM Chapman...	Williams, Baker	Truck 1 Check Williams, York, Za...	7	8
15 9	Regular Monthly ...		Extrication Drill 1...	13	14	15 Department Car ...
16 16			Area Chiefs Meeting	CPR Refresher 18...	21	22 Pot Luck Dinner 1...
17 23		Hatcher, Test, Baker		EMS Meeting 19...	28	29 Work Detail 10:00
18 30	1 May	2	3	4	5	6

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.

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13 26	27	28	29	30	31	1 April
14 2	Hatcher, Bak...	6:00 PM Cha...	Williams, Baker	Truck 1 Check Williams, Yor...	7	8
15 9	Regular Mont...		Extrication Dr...	13	14	15 Department ...
16 16	Pancake Brea...		Area Chiefs ...	CPR Refreshe...	21	22 Pot Luck Din...
17 23	Officers Meet...	Hatcher, Test...		EMS Meeting ...	28	29 Work Detail 1...
18 30	1 May	2	3	4	5	6

May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13 30	1 May	2	3	4	5	6
14 7	Regular Mont...	9	10	11	12	13
15 14	15	16	17	18	19	20
16 21	22	23	24	25	26	27
17 28	29	30	31	1 June	2	3
18 4	5	6	7	8	9	10

Work Details



XXXXXXXXXX
XXXXXXXXXX

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

	Knightlite Fire Department			
	Pot Luck Dinner Work Detail			
	Date: 2017-04-22	Starting Time: 10:00	Ending Time: 11:30	Hours: 1.50
Location: Fire HQ	Officer: Baker, W	Count: 2		

Preparation for tonight's Pot Luck supper. Side dishes were purchased from Four Corners. Grill gas tanks were refill from Bona's Service Station. Tables and chairs were set up in Meeting room. Floors and bathrooms were cleaned.

Members
Baker, W
Claus, R
Harris, C
Miller, S
Powell, L
Redway, J
Sinosky, R

Knightlite Volunteer Fire Department - Pot Luck Dinner Work Detail - 2017-04-22

Knightlite Software LLC

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

Work Detail Attendance



Runs And Rosters Work Detail Attendance

Preset Date Ranges

2017-01-01 Starting Date 2017-11-02 Ending Date Calculate **This Year**

Total Work Detail Hours: 16.00 Total Work Details: 6

Custom Date
 Today
 This Week
 Last Week
 This Month
 Last Month
 This Year To Date
 Last Year To Date
 Last Year

Name	# Details	Hours	Points	Percentage	# Missed
Baker, W	3	6.25	6	50%	3
Chapman, W	3	6.25	6	50%	3
Daniels, J	4	10.25	8	66%	2
Harper, P	2	3.25	4	33%	4
Harris, C	3	10.42	6	50%	3
Hatcher, J	4	9.67	8	66%	2
Powell, L	3	9.00	6	50%	3
Redway, J	6	16.67	12	100%	0
Test, Jo	0		0	0%	6
Thomas, C	3	9.42	6	50%	3
Williams, J	1	2.00	2	16%	5
York, D	3	11.00	6	50%	3
Zavala, F	6	16.67	12	100%	0

Membership Performance

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

Point System

Set Points:

Print Preview Print Exit


Member Count:

Name	Rate
Baker, W	10
Chapman, W	8
Daniels, J	7
Harper, P	0
Harris, C	6
Hatcher, J	6
Powell, L	6
Redway, J	9
Test, Jo	0
Thomas, C	7
Williams, J	6
York, D	7
Zavala, F	7

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.

 Knightlite Fire Department Work Detail Attendance

Starting Date: 2017-01-01 Ending Date: 2017-04-14 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

Knightlite Volunteer Fire Department Work Detail Attendance Knightlite Software LLC

The Vonk Incentive Program



The Vonk Formula



Michael von Kannewurff (Vonk)



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.

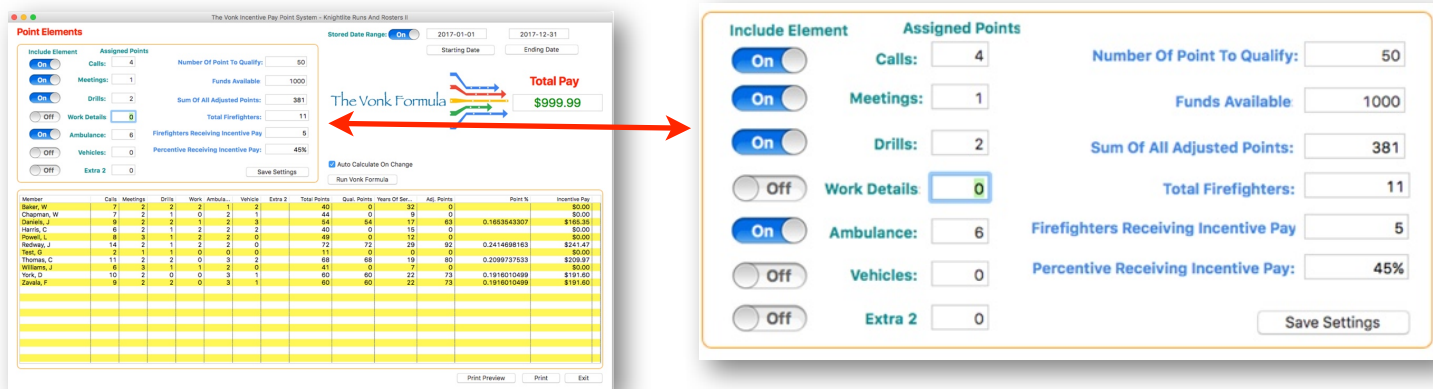
Then we assigned the following points:

Fire and Ambulance Calls = 4 points

Drills = 2 points.

Meetings = 1 point.

Configuring The Vonk Incentive Program



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.

The Vonk Incentive Pay Point System - Knightlite Runs And Rosters II

Point Elements

Stored Date Range: On 2017-01-01 2017-12-31
 Starting Date Ending Date

Include Element Assigned Points

On Calls: 4 Number Of Point To Qualify: 50
 On Meetings: 1 Funds Available: 1000
 On Drills: 2 Sum Of All Adjusted Points: 381
 Off Work Details: 0 Total Firefighters: 11
 On Ambulance: 6 Firefighters Receiving Incentive Pay: 5
 Off Vehicles: 0 Percentive Receiving Incentive Pay: 45%
 Off Extra 2: 0 Save Settings

The Vonk Formula

Total Pay
\$999.99

Auto Calculate On Change

Member	Calls	Meetings	Drills	Work	Ambula...	Vehicle	Extra 2	Total Points	Qual. Points	Years Of Ser...	Adj. Points	Point %	Incentive Pay
Baker, W	7	2	2	2	1	2		40	0	32	0		\$0.00
Chapman, W	7	2	1	0	2	1		44	0	9	0		\$0.00
Daniels, J	9	2	2	1	2	3		54	54	17	63	0.1653543307	\$165.35
Harris, C	6	2	1	2	2	2		40	0	15	0		\$0.00
Powell, L	8	3	1	2	2	0		49	0	12	0		\$0.00
Redway, J	14	2	1	2	2	0		72	72	29	92	0.2414698163	\$241.47
Test, G	2	1	1	0	0	0		11	0	0	0		\$0.00
Thomas, C	11	2	2	0	3	2		68	68	19	80	0.2099737533	\$209.97
Williams, J	6	3	1	1	2	0		41	0	7	0		\$0.00
York, D	10	2	0	0	3	1		60	60	22	73	0.1916010499	\$191.60
Zavala, F	9	2	2	0	3	1		60	60	22	73	0.1916010499	\$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

Qualify:
Funds Available:
Points:
Activities:
Incentive Pay:
Incentive Pay:

Auto Calculate On Change

The Vonk Formula

Total Pay
\$999.99

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.

A sample of an actual Vonk Incentive Pay Report



Middlebury Volunteer Fire Department Incentive Pay

Starting Date: 2013-07-01 **Ending Date:** 2014-05-23 **Points To Qualify:** 150 **Funds Available:** \$30000

Total Firefighters: 65 **Qualifying Firefighters:** 23 **Participation Percentage:** 35%

Name	Calls	Meetings	Drills	Work	Ambu.	Extra 1	Extra 2	T Points	Q Points	Y Of S	Adj. Points	Point %	Pay
Bennett E	6	4			0			28	0	34	0		\$0.00
Blewett T	0	0			0			0	0	0	0		\$0.00
Bretsch J	0	0			0			0	0	17	0		\$0.00
Biggs M	54	2			0			218	218	2	222	0.0213790447	\$641.37
Biggs M	0	0			0			0	0	0	0		\$0.00
Brown B	16	6			0			70	0	21	0		\$0.00
Burns A	47	8			0			196	196	18	231	0.0222457627	\$667.37
Burns B	80	7			0			327	327	10	359	0.0345724191	\$1037.17
Bussler B	94	7			0			383	383	2	390	0.0375577812	\$1126.73
Clatres W	2	0			0			8	0	21	0		\$0.00
Covatta E	21	3			0			87	0	10	0		\$0.00
Davis K	32	9			0			137	0	25	0		\$0.00
Davis R	201	9			0			813	813	47	1195	0.1150808937	\$3452.43
Davidson M	70	7			0			287	287	9	312	0.0300462250	\$901.39
Demaris R	124	7			0			503	503	53	769	0.0740562404	\$2221.69
Dewick M	9	6			0			42	0	7	0		\$0.00
Ferris B	2	6			0			14	0	22	0		\$0.00
Fitzgerald B	3	0			0			12	0	6	0		\$0.00
Gardner S	12	1			0			49	0	26	0		\$0.00
Gars J	41	6			0			170	170	8	183	0.0176232666	\$528.70
Haddad P	3	1			0			13	0	21	0		\$0.00
Jones J	0	5			0			5	0	7	0		\$0.00
Jung R	37	8			0			156	156	16	180	0.0173343606	\$520.03
Klein B	56	2			0			226	226	29	291	0.0280238829	\$840.72
Klein R	54	9			0			225	225	9	245	0.0235939908	\$707.82
King T	0	1			0			1	0	21	0		\$0.00
Larwick B	13	3			0			55	0	26	0		\$0.00
Long K	0	0			0			0	0	32	0		\$0.00
Long J	0	0			0			0	0	6	0		\$0.00
McCaughan M	0	5			0			5	0	19	0		\$0.00
Michalski K	0	0			0			0	0	25	0		\$0.00
Nes B	146	9			0			593	593	37	812	0.0781972265	\$2345.92
Nelson E	72	1			0			289	289	10	317	0.0305277350	\$915.83
Nelson J	36	4			0			148	0	2	0		\$0.00
Nelson S	82	3			0			331	331	2	337	0.0324537750	\$973.61
Nelson R	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

The Knightlite Point System



Runs And Rosters Point System

2017-01-01 Starting Date 2017-04-15 Ending Date Calculate

Full Run Form Roster

Preset Date Ranges

Custom Date

Today

This Week

Last Week

This Month

Last Month

This Year To Date

Last Year To Date

Last Year

Name	Calls	Meetings	Drills	Work D...	Ambul...	Vehicles	Extra	Totals
Baker, W	35	2	4		0			41
Chapman, W	35	2	2		6			45
Daniels, J	55	2	4		6			67
Harper, P	20	3	2		6			31
Harris, C	45	2	2		6			55
Hatcher, J	50	2	2		12			66
Miller, S	20	3	4		0			27
Powell, L	40	3	2		6			51
Redway, J	70	2	2		6			80
Test, G	10	1	2		0			13
Thomas, C	60	2	4		12			78
Williams, J	30	3	2		6			41
York, D	50	2	0		12			64
Zavala, F	45	2	4		12			63

Include Element

Calls:

Meetings:

Drills:

Work Details:

Ambulance:

Vehicles:

Extra 2:

Save Settings

	Total	Max. Points
Calls:	18	90
Meetings:	3	3
Drills:	10	20
Work Details:	1	0
Ambulance:	18	108
Vehicles:	6	24
Extra:	0	0
Total: Events:	38	245

Print Preview Print Exit

Roster Count 14

Name	Rate
Baker, W	10
Chapman, W	8
Daniels, J	7
Harper, P	0
Harris, C	6
Hatcher, J	0
Miller, S	6
Powell, L	6
Redway, J	9
Test, G	0
Thomas, C	7
Williams, J	6
York, D	7
Zavala, F	7

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.

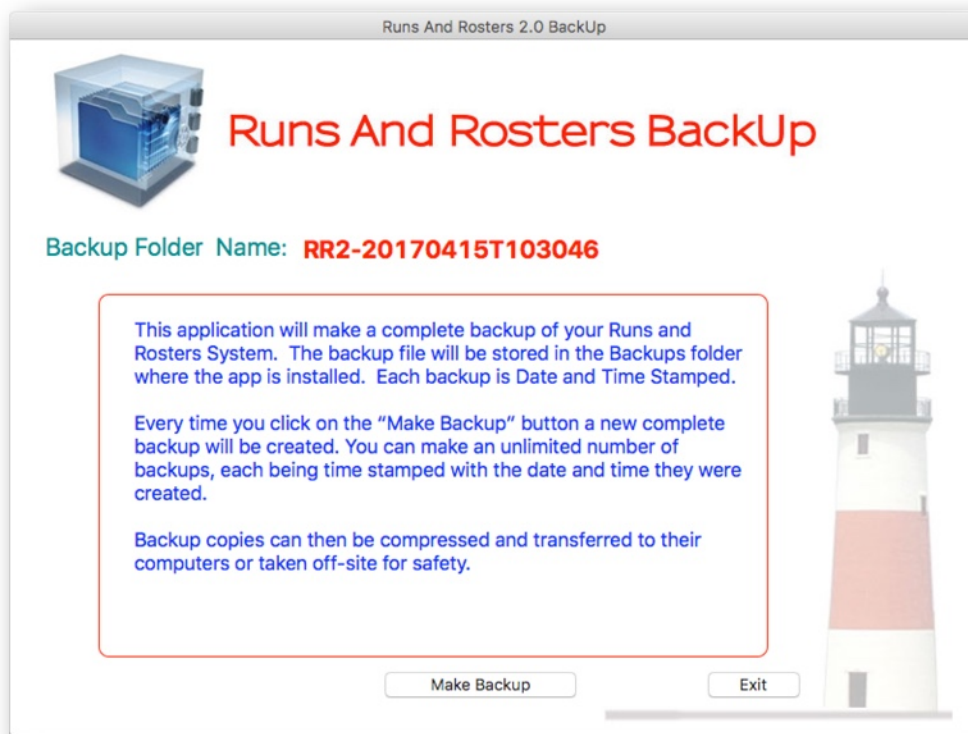
Knightlite Fire Department Point System

Starting Date: 2017-01-01 Ending Date: 2017-04-15

	Calls	Meetings	Drills	Work	Ambulance	Vehicles	Totals
Total Incidents:	18	3	10	1	18	6	38
Maximum Points:	72	3	20	0	108	24	227
Baker, W	28	2	4				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

Knightlite Volunteer Fire Department Point System Totals Knightlite Software LLC

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:

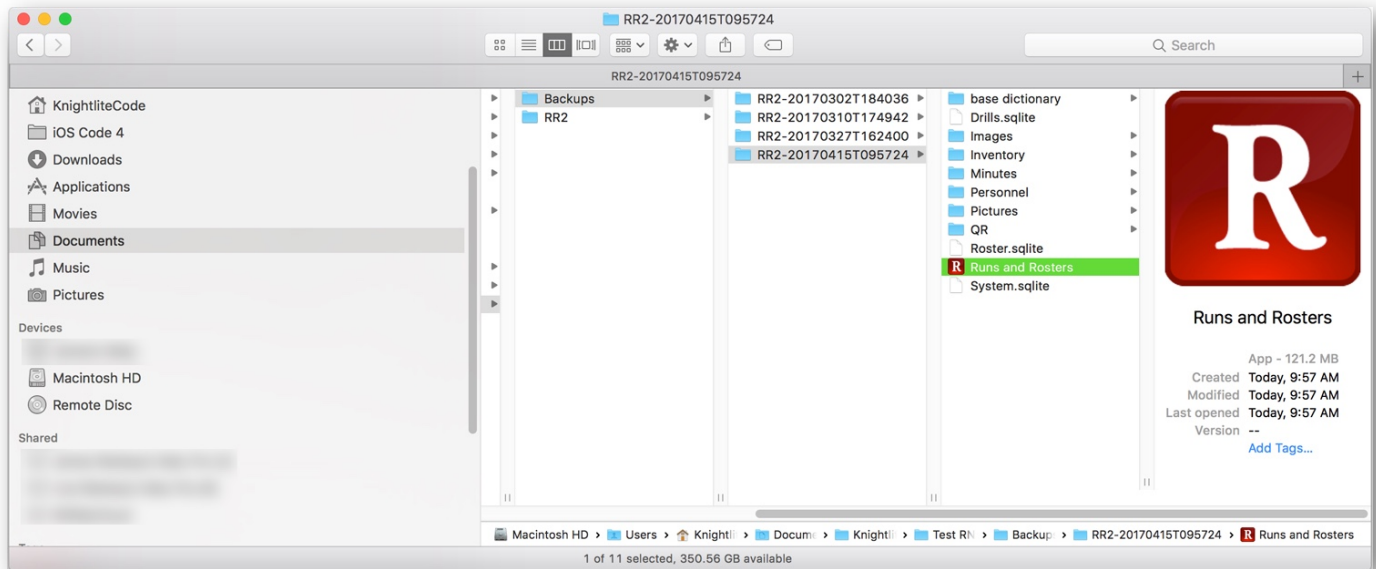
C:\Users\Public\Knightlite Software\Runs and Rosters Version 2.0\Backups

Mac Versions are Stored in the following location:

Documents/Runs and Rosters 2.0/Backups

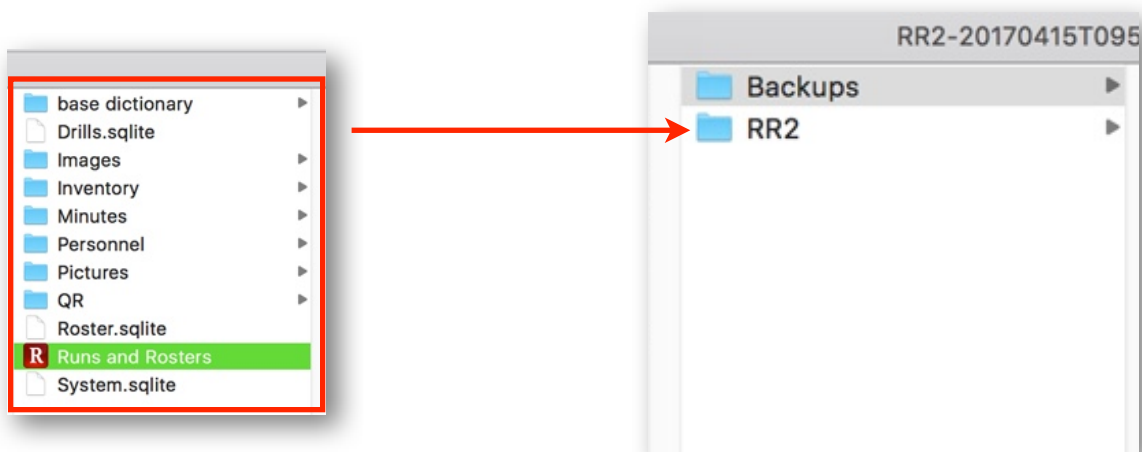
Backup copies can then be compressed and transferred to another computer or taken off-site for safety.

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.

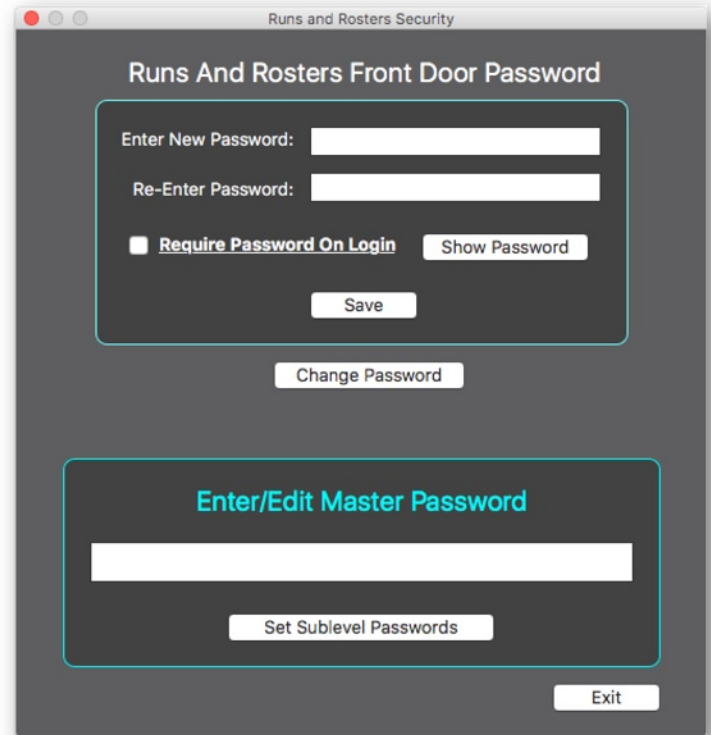


Password Protecting Runs and Rosters



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.



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

Runs and Rosters can also password protect individual areas of the application. To do this, you must first create a **Master Password**. The **Master Password** will then allow you to open a new window where you can set the individual passwords to the data sensitive sections.



- 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 Password.
- 3) Type in your **Master Password** into both boxes.
- 4) Click the **Save** button.

The image shows a dialog box titled "Runs and Rosters Security". It has a dark grey background with white text and input fields. At the top, it says "Runs And Rosters Front Door Password". Below this, there are two input fields: "Enter New Password:" and "Re-Enter Password:". To the right of the second field is a "Show Password" button. Below the input fields is a checkbox labeled "Require Password On Login" and a "Save" button. At the bottom of the dialog, there is a "Change Password" button. Below the main dialog, there is a separate box titled "Enter/Edit Master Password" with a single input field and a "Set Sublevel Passwords" button. At the bottom right of this box is an "Exit" button.

The image shows a dialog box titled "Set Master Passwords". It has a dark grey background with white text and input fields. At the top, it says "Set Master Passwords". Below this, there are two input fields for the "Master Password", each containing red dots. To the right of the second field is a "Save" button. Below the master password fields, there is a section titled "Sectional Passwords". This section contains a table of settings for various sections. Each row has a "Require Password" checkbox (with "No" and "Yes" options), a label for the section, and two input fields for "Enter Run Password" and "Re-Enter Run Password", each with a "Save" button. The sections listed are: Membership, Run Forms, Drill Forms, Vehicle Checks, Equipment, Meetings, and Work Details. At the bottom left, there are "Hide Password" and "Show Password" buttons. At the bottom right, there is an "Exit" button.

Set Master Passwords

Master Password

Sectional Passwords

Require Password

<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Membership:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Limit	Run Forms:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Drill Forms:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Vehicle Checks:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Equipment:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Meetings:	Enter Run Password	Re-Enter Run Password	Save
<input type="checkbox"/> No <input checked="" type="checkbox"/> 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.

Limit
Unlock
Record Count: 19

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.
- Create Run Statistic Reports.
- Tracks Run Attendance.
- Create 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 you reach Voice Mail, leave a message. We WILL call you back.