



Aging Out a Junior Firefighter In KyFIRES

A junior firefighter (JRFF) is no longer eligible to participate in the Kentucky Fire Commission’s Junior Firefighter Program upon their 18th birthday. The JRFF must be appropriately added to the main roster of their active fire department or appropriately separated from the fire department they participated as a JRFF on if they no longer wish to continue service.

Note: to add/separate members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned KyFIRES portal permission by the Fire Commission office. **Please ensure you are first adding the JRFF to the main fire department roster prior to separating them from service on the “JF” sub-organization roster. If the JRFF will no longer be continuing service upon their 18th birthday, you may skip straight to page 8 and follow the instructions “To age out a JRFF in KyFIRES”.*

To add a former JRFF to the main roster of the fire department:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> • https://kyfires.acadisonline.com/acadisviewer/login.aspx <li style="text-align: center;">-or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue “Kentucky Fire Commission Training System” Banner section <div style="text-align: center; margin-top: 20px;"> </div>



Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> <i>If you have forgotten your password, click on the link "Reset password"</i>

Kentucky Fire Information and Records Entry System

KyFIRES® Portal

KyFIRES- The Kentucky Fire Information and Records Entry System is a comprehensive, enterprise system that serves as a central training and certification repository for the Kentucky Fire Commission. The system maintains accurate, complete and accessible lifelong employment and training records for fire departments, including all basic, advanced, in-service and online training completed, ensuring compliance with training mandates. KyFIRES also serves as a management tool for fire department participation in Fire Commission mandates and programs.

The Kentucky Fire Information and Records Entry System® Primary Functions

- Comprehensive Training Records for Kentucky Firefighters
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Financial Disclosure Records Submission
- State Aid Records Management
- Incentive/Pension Pay Management
- Kentucky Fire Commission Announcements

Sign In

Enter email address

Enter password

Sign In

Reset password

Terms of Service | Feedback

Resources

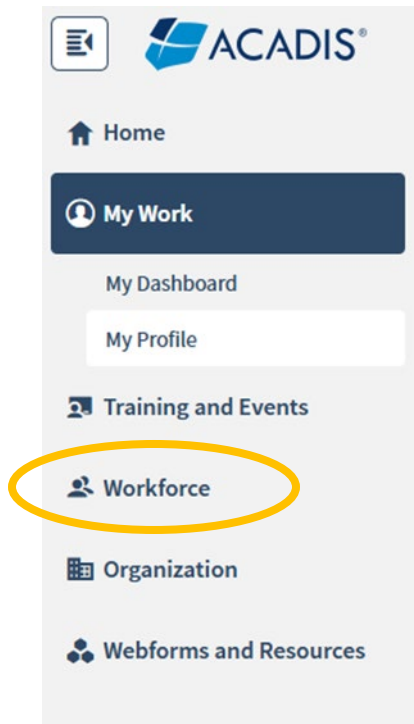
- Available Training
- WebForms

Request Firefighter No.

If you have access to the primary email address for your person record, you may retrieve your existing Firefighter No. via email.

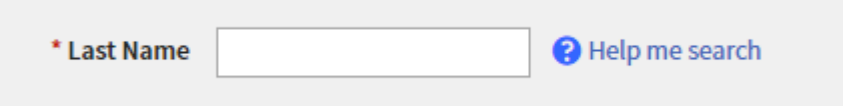


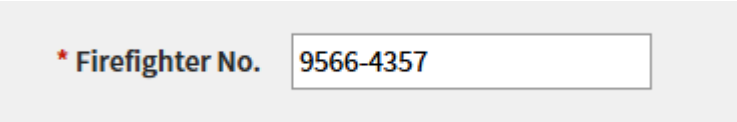
Step	Action
3.	On the side menu bar, click on Workforce

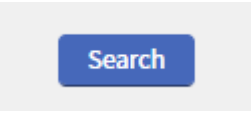


Step	Action
4.	Click on Add Personnel



Step	Action
5.	Enter Last Name 

Step	Action
6.	Enter Firefighter Number <ul style="list-style-type: none">• This will be an 8-digit number• Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle 

Step	Action
7.	Click Search 



Step	Action
8.	If a match is found in the system, the name and firefighter number will appear at the top of the page

Add a New Employee

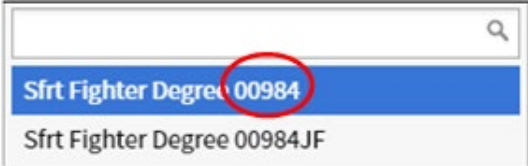
Name Firefighter, Sample

Firefighter No. 9566-4357


If this is not the right person, [search again.](#)

Step	Action
9.	The department and any sub-organizations the authorized user is permitted to enter personnel for will appear in the Organization drop down box



Step	Action
10.	Select the organization name that does NOT have a JF * Organization <input type="text"/> * Hire Date <input type="text"/> 

Step	Action
11.	Enter the Hire Date * Hire Date <input type="text" value="10/11/2022"/> 

Step	Action
12.	In the Title/Rank drop-down box, select Firefighter * Title/Rank <input type="text" value="Firefighter"/> 



Step	Action
13.	<p>In the Employment Type drop-down box, select the appropriate level of employment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Employment Type*</p> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid gray; padding: 2px 5px; margin-bottom: 5px;"></div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 5px;">Career / Professional</div> <div style="padding: 2px 5px; margin-bottom: 5px;">Volunteer</div> <div style="padding: 2px 5px; margin-bottom: 5px;">Part Time</div> <div style="padding: 2px 5px;">Special Volunteer (CH75)</div> </div> <div style="margin-left: 20px; font-size: small; color: gray;"> <p>is empl</p> </div> </div>

Step	Action
14.	<p>In the Appointment Type drop-down box, select the appropriate level of appointment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid gray; padding: 2px 5px; margin-bottom: 5px;"></div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 5px;">Full Time</div> <div style="padding: 2px 5px;">Part Time</div> </div> <div style="margin-left: 20px; font-size: small; color: gray;"> <p>Provide any additional information relevant to this e</p> </div> </div>



Step	Action
15.	Enter Supervisor and/or Comments (*Optional) Supervisor <input type="text" value="Select a supervisor..."/> Comments <input type="text" value="Provide any additional information relevant to this employment"/>


Step	Action
16.	Click Save <input type="button" value="Save"/>

Step	Action
17.	The name and firefighter number will now appear on the active list of the fire department roster

[Firefighter, Sample](#)
 9566-4357
 Commission Syst
 Firefighter
 Volunteer
 10/11/2022
 Active (Active)
 Office 90000
 Part Time



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Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> • If you have forgotten your password, click on the link "Reset password"

Kentucky Fire Information and Records Entry System

KyFIRES® Portal

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Enter password

Sign In

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Resources

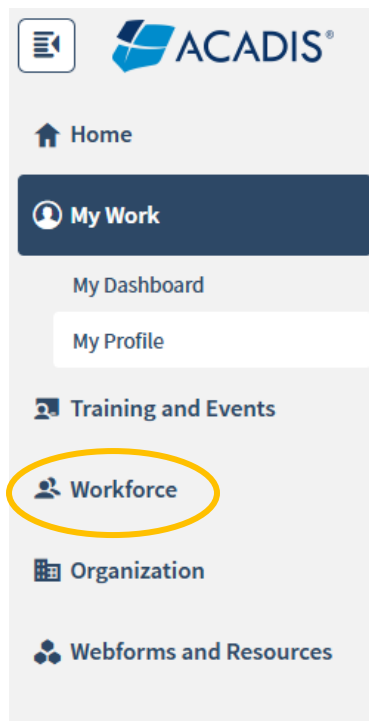
- Available Training
- WebForms

Request Firefighter No.

If you have access to the primary email address for your person record, you may retrieve your existing Firefighter No. via email.




Step	Action
3.	On the side menu bar, click on Workforce



Step	Action
4.	Click on Personnel



Step	Action
5.	Scroll down to the name of the JRFF you wish to separate from the JF roster <div style="display: flex; justify-content: space-between; align-items: center;"> Firefighter, Sample 9566-4357 Commission Syst Office 90000 Junior Firefighter </div>

Step	Action
6.	Click on the three dots on the right side of the line of the JRFF you wish to separate from the JF roster <div style="text-align: center;">  </div>

Step	Action
7.	Click Update Employment Update Employment




Step	Action
8.	In the Update Action drop-down box, select Separation * Update Action <input data-bbox="602 533 1198 590" type="text" value="Separation"/>

Step	Action
9.	In the Reason and Details drop-down box, select Resigned (No details) Reason and Details * <input data-bbox="456 1052 1052 1108" type="text" value="Resigned (No details)"/>

Step	Action
10.	In the Employment Status drop-down box, select Separated (Inactive) Employment Status * <input data-bbox="448 1654 768 1711" type="text" value="Separated (Inactive)"/>



Step	Action
11.	Enter the date the separation was effective (the JRFF's 18 th birthday, or when they resigned from service if they have not attained their 18 th birthday) * Effective Date <input data-bbox="610 625 773 678" type="text" value="10/11/2022"/> 

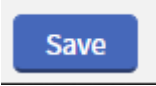
Step	Action
12.	In the Title/Rank drop-down box, select Junior Firefighter Title/Rank <input data-bbox="537 995 1133 1050" type="text" value="Junior Firefighter"/>

Step	Action
13.	In the Employment Type drop-down box, select Volunteer Employment Type* <input data-bbox="646 1398 1242 1453" type="text" value="Volunteer"/>


Step	Action
14.	In the Appointment Type drop-down box, select Part Time Appointment Type* <input data-bbox="654 1797 1247 1852" type="text" value="Part Time"/>



Step	Action
15.	<p>In the Comments section, type “Aged out of JRFF Program”</p> <p>Comments <input type="text" value="Aged out of JRFF program"/></p>

Step	Action
16.	<p>Click Save</p> <p></p>

Step	Action
17.	The JRFF will now be listed as Inactive on the roster

Firefighter, Sample		9566-4357	Commission Syst Office 90000	Junior Firefighter	Volunteer Part Time	01/26/2022	Inactive
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