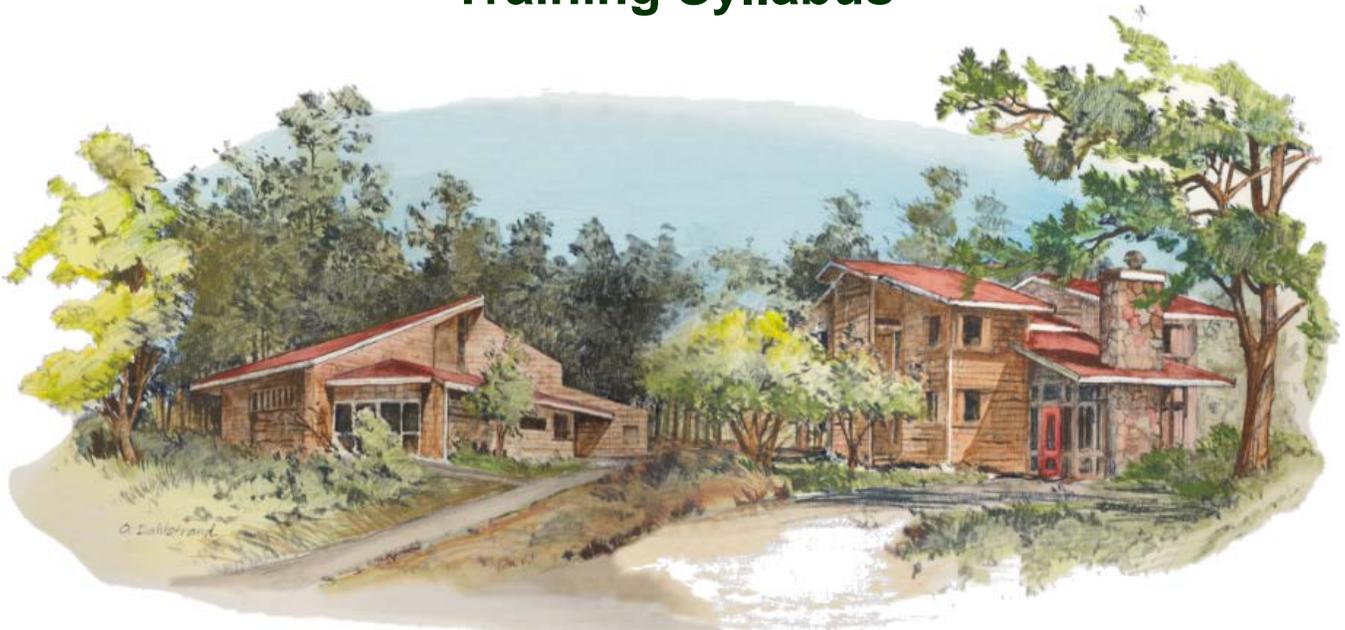


DISTRICT TRAILS COORDINATOR TRAINING

March 27-30, 2018

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: February 12, 2018

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training Group 9

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredericks
Training Section Chief

Attachment

cc: Participant

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***Mission Statement
Training Section***

The mission of the Training Section is to provide knowledge, empowerment, and inspiration through collaboration, consulting, and the delivery of exceptional training programs.

TRAINING SECTION STAFF

Debbie L. Fredricks..... Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Joel Dinnauer..... Training Consultant
Dave Galanti Training Consultant
Karyn Lombard Training Consultant
Sara M. Skinner Training Consultant
Jason Smith Academy Coordinator
Jeremy Alling Cadet Training Officer
Matt Cardinet Cadet Training Officer
Raymund Nanadiego Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Nate Steffen..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and McClellan Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS) and on the Parks and Recreation website under the Learning/Training Section. You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments (other than reading) which involve either individual or group efforts or resources. **Training participants are required to research a road or trail deferred maintenance or capital improvement project for potential input into the Department's Park Infrastructure Database (PID) prior to the training.** Research information will be used to develop a project scope, description and cost estimate during the PID training session. Projects can

include reconstruction, re-engineering, rerouting or new road or trail projects located within the participant's district. **In addition, participants are required to present one five minute long road or trail project in-progress or completed at the participant's district within the last two years. Presentations format should be no longer than five slides.** Presentations should include photographs maps and graphics as necessary to communicate the project issues and solutions.

3. TRAVEL: Arrange your travel to and from the DoubleTree by Hilton Sonoma through your District or Office (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. Contact them directly for the schedule.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office to and from the location of the training.

4. HOUSING: Housing will be at the DoubleTree by Hilton Sonoma located at One Doubletree Drive, Rohnert Park, California, 94928, USA. Reservations have been previously made so there is no need to contact the hotel directly. For additional information or assistance with hotel arrangements please contact the program manager Callie Hurd by telephone at (916) 324-0423 or via e-mail at Callie.Hurd@parks.ca.gov. Please refer to the location map on the last page of this syllabus.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Callie Hurd by Friday, March 23rd. Hotel lodging, registration and associated fees may be charged to the employee's District or Office if the training cancellation is received with less than 72 hour's notice.

5. REGISTRATION: When you arrive at the DoubleTree by Hilton Sonoma go directly to the Registration Desk to receive your hotel room assignment, meal tickets, and training materials. Note that hotel rooms must be secured with a personal credit card upon check in. The conference registration desk will be open Monday, March 26 from 1600-1800, and Tuesday, March 27 from 0730 to 1830.
6. MEALS: Complementary meals will be provided as follows: dinner on March 27 at 1830, lunch on March 28 at 1200, box lunch on March 29 at 1200, dinner on March 29 at 1830, and box lunch (to go) on March 30. Dinner on March 28 and all breakfasts will be purchased by attendees and are eligible for reimbursement (District-funded) per State travel regulations. If you require a special diet, contact Callie Hurd (see above for contact info).

7. CLOTHING: Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we will be at a very popular conference facility with other professionals, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate even during off duty hours.

8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced state park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. TRAINING CENTER STAFF: No Training Center staff is expected at this training. Course leaders will do all within their power to make your training experience pleasant and meaningful.
10. TRAINING MATERIALS: **Participants are required to bring at least one project for potential inclusion into the Departments Park Infrastructure Database (PID) and one five minute long road or trail project in-progress or completed at the participant's district within the last two years. Presentations format should be no longer than five slides.**
11. FAX: The Mott Training Center's FAX number is 831-649-2824.
12. TRAINING LOCATION: Training will be conducted **at DoubleTree by Hilton Sonoma located at One Doubletree Drive, Rohnert Park, California, 94928, USA.** Please refer to the location maps on the last page of this syllabus.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for this training at the District Trails Coordinator Training the following checklist is provided:

1. Be sure you have read and understand the District Trails Coordinators Training Syllabus prior to the first scheduled session.
2. Bring the following items with you to training:
 - Training syllabus.
 - Pens and pencils.
 - Coffee cup.
 - Day pack and water bottle.
 - Comfortable and sturdy hiking shoes or boots.
 - Poison oak prevention and treatment products and clothing. Field visit will involve hiking in locations containing poison oak
3. **DO NOT** contact the DoubleTree by Hilton Sonoma to make any personal arrangements. All special arrangements must be made via the Trails Office. If you have questions or need help, contact the Callie Hurd at 916-324-0423 or Callie.Hurd@parks.ca.gov.
4. For general information about the DoubleTree by Hilton Sonoma you may visit it on the web at :
<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-sonoma-wine-country-RLSC-DT/index.html>

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

DISTRICT TRAILS COORDINATOR TRAINING GROUP 9 – AGENDA
March 27-30, 2018

The classroom sessions and group meals and lodging will occur at the DoubleTree by Hilton Sonoma.

Monday

March 26

1600-1800	Participants requiring long distance travel check-in	As required
1600-1800	Registration at DoubleTree by Hilton Sonoma	As required
1800-2000	Dinner (Participant provided)	As required

Tuesday

March 27

0700-	Breakfast (Participant provided)	All
0730-1300	Registration at DoubleTree by Hilton Sonoma	All
1200-1300	Lunch (Participant provided)	All
1300-1330	Introductions and Training Overview	Spann
1330-1345	Update on Road and Trails Program Structure	Spann
1345-1415	CCR Updates/Minimal Tool Use process	Spann
1415-1445	Ebike Policy Updates	Spann
1445-1500	Break	All
1500-1530	Trails Handbook Update	Spann
1530-1600	OHV Discussions	Harper/Metraux
1600-1700	Discussion with Liz McGuirk and Karl Knapp	All
1700-1730	Discussion CCC/ACE/CALFire Master Contracts	Turner/Spann
1730-1830	Reception (no host bar) (Ballroom Foyer)	All
1830-2100	Welcome and Key Note Speaker Dinner (Grand Ballroom)	All

Wednesday

March 28

0700-0800	Breakfast (Participant provided)	All
0730-1830	Registration at DoubleTree by Hilton Sonoma	All
0800-0930	DTC Presentations	DTC's
0930-9045	Break	All
0945-1045	Attend Trails and Greenways Sessions	All
1045-1200	DTC Presentations	All
1200-1300	Lunch (Grand Ballroom)	All
1300-1330	Accessible Trails Program Update (ADA)	Segebart
1330-1430	Ebike Panel Conference Session Discussion	All
1430-1445	Break	
1445-1600	Road and Trail Cost Estimation Overview	Spann
1600-1700	Attend Trails and Greenways Sessions	All
1700-	Free Evening (Dinner participant provided)	All

DISTRICT TRAILS COORDINATOR TRAINING GROUP 9 – AGENDA
March 27-30, 2018

The classroom sessions and group meals and lodging will occur at the DoubleTree by Hilton Sonoma.

Thursday
March 29

0700-0800	Breakfast (Participant provided)	All
0800-0845	Bridge Inspection Checklist and Overview of Fire Damage at Trione-Annadel and Sugarloaf Ridge SP	Nelson/Turner
0845-0900	Break/load vans	All
0900-0945	Travel to Sugarloaf Ridge SP	All
0945-1200	Bridge Inspections and Fire Assessments at Sugarloaf Ridge SP	All
1200-1300	Box Lunch	
1300-1330	Travel to Trione-Annadel SP	All
1330-1630	Fire Assessment and Mountain Bike Design and Management Issues and Solutions at Trione-Annadel SP	All
1630-1700	Travel to DoubleTree Hilton Sonoma	All
1730-1830	Reception (no host bar)	
1830-2100	Awards Dinner (Grand Ballroom)	All

Friday
March 30

0700-0800	Breakfast (Participant provided)	All
0800-0815	Update on FEMA Funding	Turner
0815-0845	Web viewer access to road and trail information	Spann
0845-0945	Call for District Road and Trail projects	Spann/Turner
0945-1130	Depart DoubleTree Hilton Sonoma	All

DISTRICT TRAILS COORDNATOR TRAINING

INTRODUCTION AND TRAINING OVERVIEW

Purpose: Participants will meet one another and course leaders. The group will share expectations for the training program. In addition, program content will be reviewed.

UPDATE ON ROAD AND TRAILS PROGRAM STRUCTURE

Purpose: Discuss recent changes in road and trail support in Sacramento initiated by the Departments reorganization effort.

CCR UPDATES/MINIMAL TOOL USE PROCESS

Purpose: Participants will receive updated information concerning changes to the California Code of Regulations (CCR's) pertaining to trails as well as instruction in the proper use of the minimal tool process for work in wilderness, natural and cultural preserves.

EBIKE POLICY UPDATES

Purpose: Discuss current status of the departmental effort to develop policy on ebike use in California State Park units

TRAIL HANDBOOK UPDATE

Purpose: Participants will be updated on the latest effort to update the Departments Trails Handbook.

OHV DISCUSSIONS

Purpose: Participants will be updated on issues specific to OHV trails.

DISCUSSION WITH LIZ MCGUIRK AND KARL KNAPP

Purpose: Participants will have the opportunity to receive departmental updates from DPR Chief Deputy Director Liz McGuirk and Facilities Management Division Chief Karl Knapp as well as participate in a question and answer session and open dialogue.

CCC/CAL FIRE MASTER INTERAGENCY AGREEMENT UPDATE

Purpose: Participants will be provided an overview and update on the interagency partnerships agreements the California Conservation Corp (CCC), American Conservation Experience (ACE) and CalFire.

DISTRICT TRAIL COORDINATOR PRESENTATIONS

Purpose: Participants will prepare and present one 5 minute long road or trail project that is either in-progress or has been completed at the participant's district within the last two years.

ACCESSIBLE TRAILS PROGRAM UPDATE

Purpose: Accessible trails staff will present an update addressing accessible trail maintenance, funding, and transition plan goals

ROAD AND TRAIL COST ESTIMATION OVERVIEW

Purpose: Discuss updates to departmental road and trail estimating spreadsheets and provide general instructions for use.

BRIDGE INSPECTION CHECKLIST AND OVERVIEW OF FIRE DAMAGE TRIONE-ANNADEL AND SUGARLOAF RIDGE SP'S

Purpose: Provide overview of Department's bridge inspection checklist and introduce participants to locations and issues associated with fires at Trione-Annadel and Sugarloaf Ridge State Parks.

BRIDGE INSPECTIONS AND FIRE ASSESSMENTS AT SUGARLOAF RIDGE SP

Purpose: Participants will view and discuss roads, trails, and landscapes affected by the Nuns Fire and the associated stabilization and rehabilitation process and efforts conducted in these locations. Participants will conduct bridge inspections using the Department's bridge inspection checklist.

FIRE ASSESSMENT AND MOUNTAIN BIKE DESIGN AND MANAGEMENT ISSUES AND SOLUTIONS AT TRIONE-ANNADEL SP

Purpose: Participants will view and discuss roads, trails, and landscapes affected by the Nuns Fire and the associated stabilization and rehabilitation process and efforts conducted in these locations. Instructors and participants will discuss and review mountain bike design and management issues and proposed and implemented solutions.

UPDATE ON FEMA FUNDING

Purpose: Participants will receive an update on potential FEMA funding associated with fire and storm damage that occurred in 2017.

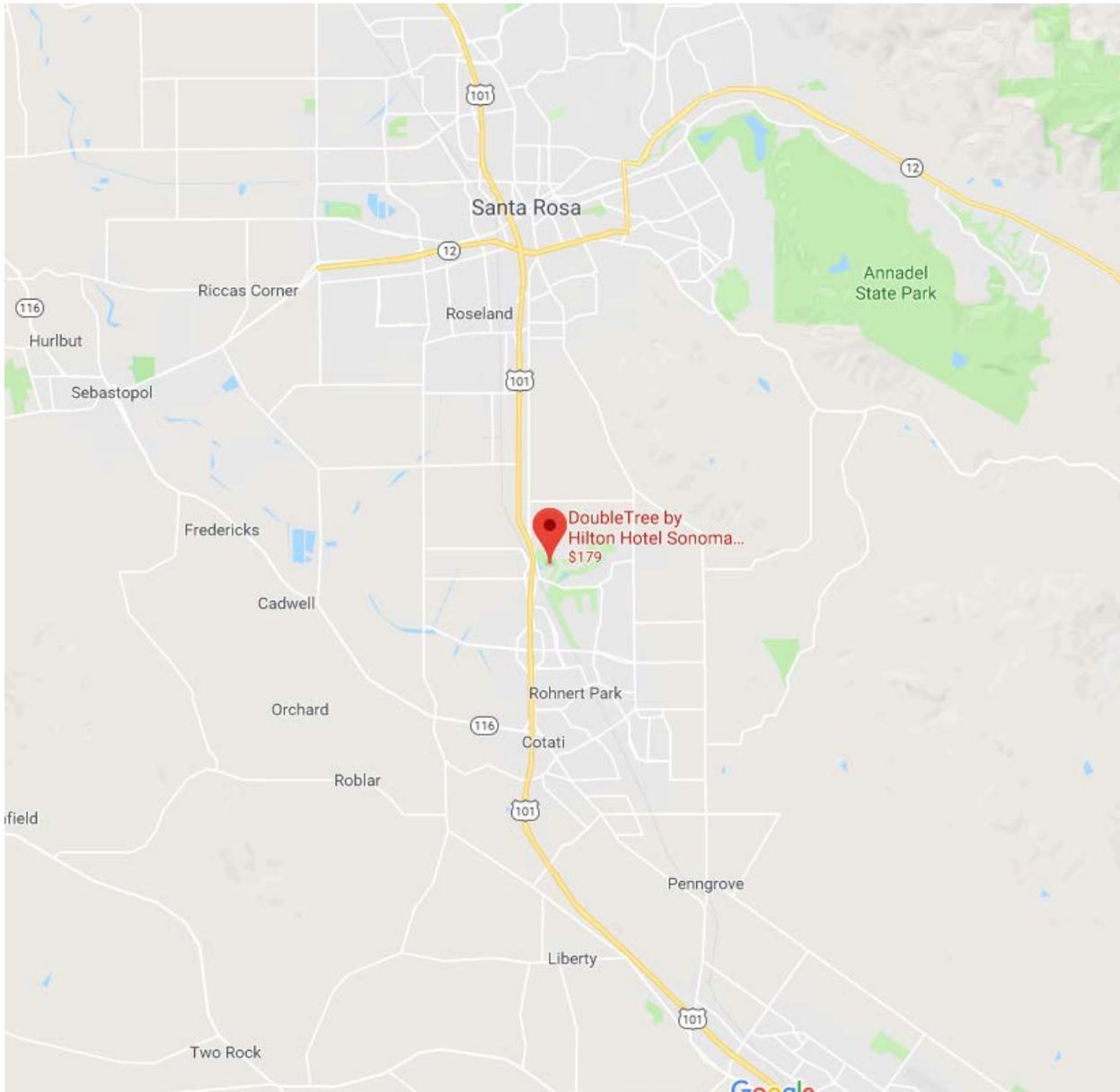
WEB VIEWER ACCESS TO ROAD AND TRAIL INFORMATION

Purpose: Participants will be instructed on how to access recently inventoried road and trail information throughout the state park system. Participants will be notified of which parks have updated information as well as receive a brief overview of the information available for those parks.

CALL FOR DISTRICT ROAD AND TRAIL PROJECTS

Purpose: Participants will be required to bring at least one project for potential inclusion in the Departments Project Infrastructure Database (PID). Information will be used to further develop the project through district and Facilities Management Division coordination.

LOCATION MAPS



LOCATION MAPS

