

ADVANCED FACILITY MANAGEMENT GROUP 1

February 4-8, 2019

Training Syllabus



McClellan Training Center



Memorandum

Date: January 4, 2019

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Advanced Facility Management Group 1

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. Fredricks
Training Section Chief

Attachment
cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Post Training Assignment/TEC Information	4
Program Attendance Checklist.....	5
Agenda	6
Outline	8
Objectives	9
Maps	14

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
Eric Marks.....	Leadership and Staff Development 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
Robert Waller.....	Training Consultant
Vernon Reyes	Instructional Designer
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
Samantha Guida.....	Assistant Program Coordinator
Jessica Kohls.....	Assistant Program Coordinator
Ricky Roldan	Assistant Program Coordinator
Pamela Yaeger.....	Assistant Program Coordinator

THE MISSION

of California State Parks 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 the Marconi Conference Center and the 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). Print a copy of the syllabus to bring with you to class. Read it before you arrive and review it following the program along with material you received at training.
2. **TRAVEL:** Arrange your travel to and from the training 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 or Office Manager). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

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.

3. HOUSING: Housing will be provided by the Training Section for this class for participants with a reporting location farther than 50 miles from the McClellan Training Center at the:

CROWNE PLAZA SACRAMENTO NORTHEAST
5321 Date Avenue (at Madison and I-80)
Sacramento, CA 95841
(916) 338-5800

Single occupancy rooms have already been reserved in your name, DO NOT call the hotel for room reservations. Cancellations must be made through Training Specialist Jeff Beach, at Jeffrey.Beach@parks.ca.gov, or (831) 901-5864. Check-in is 3:00 P.M., Sunday, February 3, and you must check out before class on Friday, February 8th. You will need a hotel receipt (even though the department is paying for your room) for your Travel Expense Claim (TEC).

4. ENROLLMENT CANCELLATION POLICY: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant.
5. ADDRESS AND PARKING: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA 95652 (also listed as Sacramento or North Highlands). The entry to the classroom is the last left door on the front side of the building. Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard. [Maps are included at the end of this syllabus.](#)
6. MEALS: You will be on per diem for your meals, including breakfast. The Crowne Plaza DOES NOT have a complimentary breakfast, though there is an onsite restaurant. There is coffee service available at the hotel, and a Starbucks within walking distance. There are many dining choices in the area.
7. TRAVEL CLAIMS: Instructions on how to file a travel expense claims will be given prior to the last day of training. Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link:
http://isearch.parks.ca.gov/default.asp?page_id=1216
8. REFRESHMENTS: The only onsite food and beverages are from a vending machine. You are welcome to bring your own lunch and refreshments. There is a refrigerator, microwave and break room onsite that you may use.
9. TRAINING MATERIALS: A conference binder will be issued to you at the training session.

10. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
11. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
12. TELEPHONE: Your on-site coordinator is Karyn Lombard, phone (916) 657-0412.
13. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA95652 (also listed as Sacramento or North Highlands).
 - Proceed to Exit 91 on I 80, Raley Blvd, exit north (south is Marysville Road, Del Paso Heights).
 - Proceed to 2nd major intersection Main Ave (traffic light).
 - Right on Main Ave, ¼ mile, Main terminates on Lang Avenue.
 - Left on Lang Avenue along building row. Last bay by the flagpole is Parks lobby.
 - Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.

Note: Many people enter McClellan at Peacekeeper (east side of base, the training event takes place on the other side, separated by the air strip) and get lost. Please use above bulleted directions to accurately locate the McClellan Training Center.

OTHER TRAVEL INFORMATION:

Road Conditions

Caltrans Quick Map – Road conditions: <http://quickmap.dot.ca.gov/> or (800) 427-7623

CHP – Traffic incident information: <http://cad.chp.ca.gov/>

Maps with traffic speeds and accident reports: <http://www.sigalert.com/Map.asp>

Traffic, mass transit, and travel information: Dial 511_

Weather Conditions

National weather service: <http://www.weather.gov/>

Weather.com: <http://www.weather.com/>

Traveling Preparedness

Winter driving tips and safety kit:

<http://www.dot.ca.gov/dist3/departments/mtce/drvqtip.htm>

Car safety and emergency safety kit: <http://www.ready.gov/car>

Roadside Emergency Kit: <http://www.ots.ca.gov/roadsideemergencykit.asp>

Transportation Security Administration (TSA) Guidelines:

<http://www.tsa.gov/traveler-information>

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.

TRAVEL EXPENSE CLAIMS INFORMATION

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select "Department Paid" and the following on CalATERS:
 - Charge to: "AFM Group 1"
 - Select "Detail Accounting" and enter the following
 - Field one: 2018 (Fiscal Year)
 - Field two: Index Number (Your reporting location index number)
 - Field three: 14001 (PCA)
 - Field four: Leave blank
 - Field five: 067MAF00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or Pamela.Yaeger@parks.ca.gov at the Mott Training Center to have you added to the system.

NOTE: List Ann D. Slaughter as an Additional Approver on your claim

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at McClellan Training Center the following list is provided:

- ____ 1. Read and understand the Facility Management Program Syllabus prior to your arrival at McClellan Training Center.

- ____ 2. Complete the following pre-training assignment.
 - Class participants should bring three Level 1 PID projects from their District or program area. Please bring a laptop computer to complete all exercises.**

- ____ 4. Uniforms are not required for this program as noted in the Formal Training Guidelines, No. 8, Clothing, on page 6 of this syllabus. Employees shall wear apparel suitable for business casual dress. It does not include such items as shorts, t-shirts, tank tops, hats or sandals.

- ____ 5. Arrange your travel through your District/Section Office.

- ____ 6. Remember to bring the following with you to training:
 - Advanced Facility Management Program Syllabus.

 - Alarm clock, coffee cup, pens, pencils.

If you have questions or need assistance call the Program Coordinator Jeff Beach at 831-901-5864 or email Jeffrey.Beach@parks.ca.gov.

ADVANCED FACILITY MANAGEMENT GROUP 1 – AGENDA
February 4 - 8, 2019

Sunday
February 3

1500- REGISTRATION: *Check in at hotel if traveling* All

Monday
February 4

0800-0830	Orientation/Registration	Turner
0830-0930	Facility Overview	Knapp/Allsop
0930-1200	Special Programs	
	Housing (appraisals) – 1.5	Shoppmann
	Haz Mat/Storm Water - .25	Moses
	Signs - .25	Moses
	FEMA - .50	Moses
1200-1300	Lunch	
1300-1400	Roads and Trails	Spann
1400-1500	PID Project Development Levels/Types/Timeline Funding Types (i.e. Cap Outlay, Deferred, etc)	Schoppman/Allsop
1500-1700	PID Budget Development PID Level II Exercise	Schoppman/Allsop

Tuesday
February 5

0800-1000	Maximo Overview (SBB Connections – O&E, PY Actuals, F&D Support)	Allsop/Schoppman McMahon
1000-1200	Equipment Management Program (VUR, Utilization, DGS Mandates ZEV etc, Heavy Equip – Statewide Pools)	Belltawn
1200-1300	Lunch	
1300-1400	Chief Deputy	McGuirk
1400-1500	Other State Mandates (Recycle, Water Rights Energy/Water Use)	Allsop
1500-1600	Labor Relations	Honeycutt
1600-1700	District Project Walk-Thru and Project Identification Process	Knapp

ADVANCED FACILITY MANAGEMENT GROUP 1 – AGENDA
February 4 - 8, 2019

Wednesday

February 6

0800-1000	Facilities and Development Program Overview	Matsumoto/Allsop
1000-1100	BCP Development Process	Flores
1100-1200	Health and Safety Program, IIP/Business Plans	Tucker
1200-1300	Lunch	All
1300-1400	Multidisciplinary Project Development Overview Chamberlin/Hartzell/Fraser	
1400-1500	Individual Student Project Ranking and Reduction Exercise (3 to 1 projects)	All
1500-1700	Group Exercise for Level II Project Selection (Each group should have 5-6 Project)	All

Thursday

February 7

0800-1200	20 minute Level II Project Presentations	All
0900-1200	Lunch	
1300-1400	Project Selection Criteria and Matrix Overview	Allsop
1400-1500	Ranking and Matrix Exercise (PID projects supplied by FMD)	All
1500-1600	Matrix Revealed	Allsop
1600-1700	Critique and Discussions of Project Ranking and Matrix	All

Friday

February 8

0800-0900	Department Re-Organization	Knapp/Amann
0900-1100	PID Level III Advancement Discussions Facilities/Resources/Cultural Roundtable	FMD/NRD/CRD Interp./LE/Admin/ Chiefs
1130-1200	Program Summary and Evaluation	Knapp
1200-	Departure	

PROGRAM: Advanced Facilities Management

PROGRAM OUTLINE

36 Hours

Orientation/Registration/Expectations	0.5
Facilities Overview	1.0
Special Programs	2.5
Roads and Trails Overview	1.0
PID Project Development Overview and Project Funding Types	3.0
MAXIMO Overview	2.0
Equipment Management	2.0
Headquarters and Departmental Updates	2.0
Statewide Facility Mandates	1.0
Labor Relations	1.0
District Project Identification Process	1.0
Facilities and Development Program Overview	2.0
Budget allocations and the BCP Development Process	1.0
Health and Safety	1.0
Multidisciplinary Project Development	6.0
Project Ranking and Selection	8.5
Program Summary and Evaluation5
TOTAL HOURS	36.00

PROGRAM OBJECTIVES FOR ADVANCED FACILITY MANAGEMENT

PROGRAM ORIENTATION

Purpose: To introduce program participants and instructors, establish program norms, and complete administrative requirements.

Performance Objectives: By the close of the session the participant will

1. Be introduced to the program coordinator and other training participants.
2. Review the program content, procedure, and evaluation process.
3. Discuss Mott Training Center, and Asilomar Conference Grounds guidelines and facility accommodations.
4. Share expectations for the training program.

FACILITIES OVERVIEW

Purpose: To define facility management and how the maintenance function relates to the to the Department's mission.

Performance Objectives: By the close of the session the participant will

1. Recognize what facility management means.
2. Know programs and requirements that are involved as a part of Facilities Management and how it relates to a District and the department.
3. Understand the importance of the Parks Infrastructure Database as it relates to District projects and in meeting the Department's mission.
4. Be informed of current events and changes that will affect maintenance operations impact on maintenance management.

SPECIAL PROGRAMS

Purpose: To review the Facility Development Special Programs and define the Programmatic District managers responsibilities in these maintenance management functions.

Performance Objectives: By the close of the session the participant will

1. Have a better understanding of the Facility Development Special Programs that include housing, hazardous materials, storm water, EPA ID numbers, NPDES discharge information, permits, and FEMA.
2. Identify important contact information regarding the various programs.
3. Identify early response, understanding of early stage cost estimating and tracking of costs regarding the various programs.
4. Demonstrate the ability to effectively use these programs in their units.

ROADS AND TRAILS

Purpose: To introduce program participants to services provided by the Roads and Trails Program, and familiarize participants with important road and trail management issues.

Performance Objectives: By the close of the session the participant will

1. Understand services provided by the Department's Roads and Trails Program
2. Be introduced to the department's Trail Change-In use process
3. Have a better understanding of what Other Power Driven Mobility Devices (OPDMD) are and the department's policy regarding their use.
4. Update participants regarding the department's policy for electric bicycles (ebikes)
5. Understand departmental training opportunities related to roads and trails.

PROJECT INFRASTRUCTURE DATABASE

Purpose: To define the Project Infrastructure Database (PID) as it relates to project development and funding source types.

Performance Objectives: By the close of the session the participant will

1. Define PID and its use as it relates to projects in the department and the role of District program areas.
2. Identify the process for project input, programs, categories and the connection to the district programmatic process. Identify the PID Budget form and steps of early project development.

3. Identify funding sources in the department for PID project selection.

MAXIMO OVERVIEW

Purpose: To provide program managers with an orientation to the role and function of the MAXIMO program.

Performance Objectives: By the close of the session the participant will

1. Provide an overview of MAXIMO including its relationship to district facility functions.
2. Understand the connection of MAXIMO to SBB that includes O&E and PY actuals.
3. Review the types of data available from and needed to operate MAXIMO.

EQUIPMENT MANAGEMENT PROGRAM

Purpose: To review the Department's Equipment Management Program and define the district responsibilities in this maintenance management function.

Performance Objectives: By the close of the session the participant will

1. Have a better understanding of the Department's Equipment Maintenance Program and fleet management practices.
2. Become aware of DGS mandates, fleets utilization and emission standards for the department.
3. Provide an overview of Equipment Management programs statewide pools and heavy equipment availability.

STATEWIDE FACILITY MANDATES

Purpose: To review the Department's statewide facility mandates.

Performance Objectives: By the close of the session the participant will

1. Overview of the requirements of the facility program in the districts as it relates to: recycling, water use and rights, energy use and required reporting.
2. Ability to comply with mandates in their districts.

LABOR RELATIONS

Purpose: To review the Department's Bargaining Unit 12 and 13 contracts

Performance Objectives: By the close of the session the participant will

1. Become familiar with bargaining unit 12 and 13 contracts and common issues.

FACILITIES AND DEVELOPMENT PROGRAM OVERVIEW

Purpose: To provide an understanding of the role and function of the Facilities and Development Division (F&DD).

Performance Objectives: By the close of the session the participant will

1. Define the working relationship between Headquarters, Districts and the Facilities and Development Division.
2. Know the support available from F&DD and the procedure for submission of project requests.
3. Understand the role of the District regarding Service Center projects and the role of the Service Center as it relates to District projects.
4. Discuss the accountability of Districts and F&DD projects.

BUDGET ALLOCATION AND THE BUDGET CHANGE PROPOSAL PROCESSES

Purpose: To provide an understanding of budget timelines and allocations and the Budget Change Proposal (BCP) process.

Performance Objectives: By the close of the session the participant will

1. Describe budget timelines for the department.
2. Background on the BCP and the process for requesting a permanent change to a budget.
3. Define the difference between Capital Outlay vs. Support projects as it relates to the department. Identify the different Capital Outlay projects.
4. Understand different funding sources in the department.

SAFETY

Purpose: To review the Department's Safety Program and define the maintenance manager's responsibilities

Performance Objectives: By the close of the session the participant will

1. Have an understanding of the Department's Safety Programs and the components of the IIPP.
2. Understand a manager or lead's responsibility to ensure their staff has the tools, training, and resources needed to maintain a safe workplace.
3. Become familiar with the industrial and environmental hazards maintenance employees can be exposed to, and how to control them.
4. Know where to access information and resources on industrial and environmental safety hazards.
5. Understand the importance of completing a Task Hazard Analysis and/or Safe Work Practices for the projects they oversee.

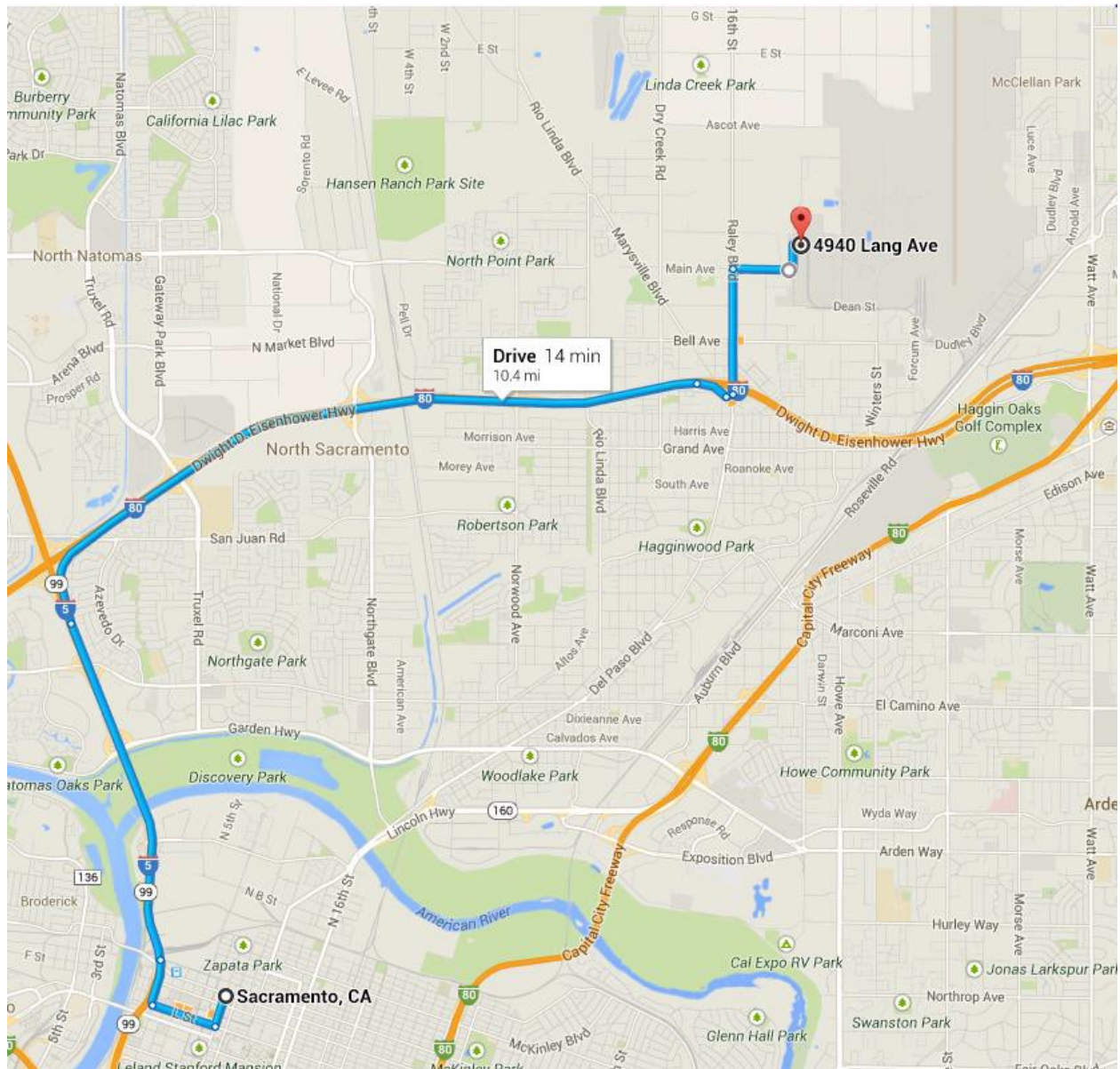
MULTIDISCIPLINARY PROJECT DEVELOPMENT AND SELECTION

Purpose: To provide an overview of the various program disciplines in the department and how they relate to project development and district ranking to meet our department's mission.

Performance Objectives: By the close of the session the participant will

1. Describe the multidisciplinary approach to district project development and define the need for programmatic project planning tools.
2. Identify the characteristics of a well-prepared project request.
3. Describe the process for ranking various projects in a district.
4. Provide an overview of how funding allocations are made by the project selection team at department headquarters level, including the project selection criteria and process.

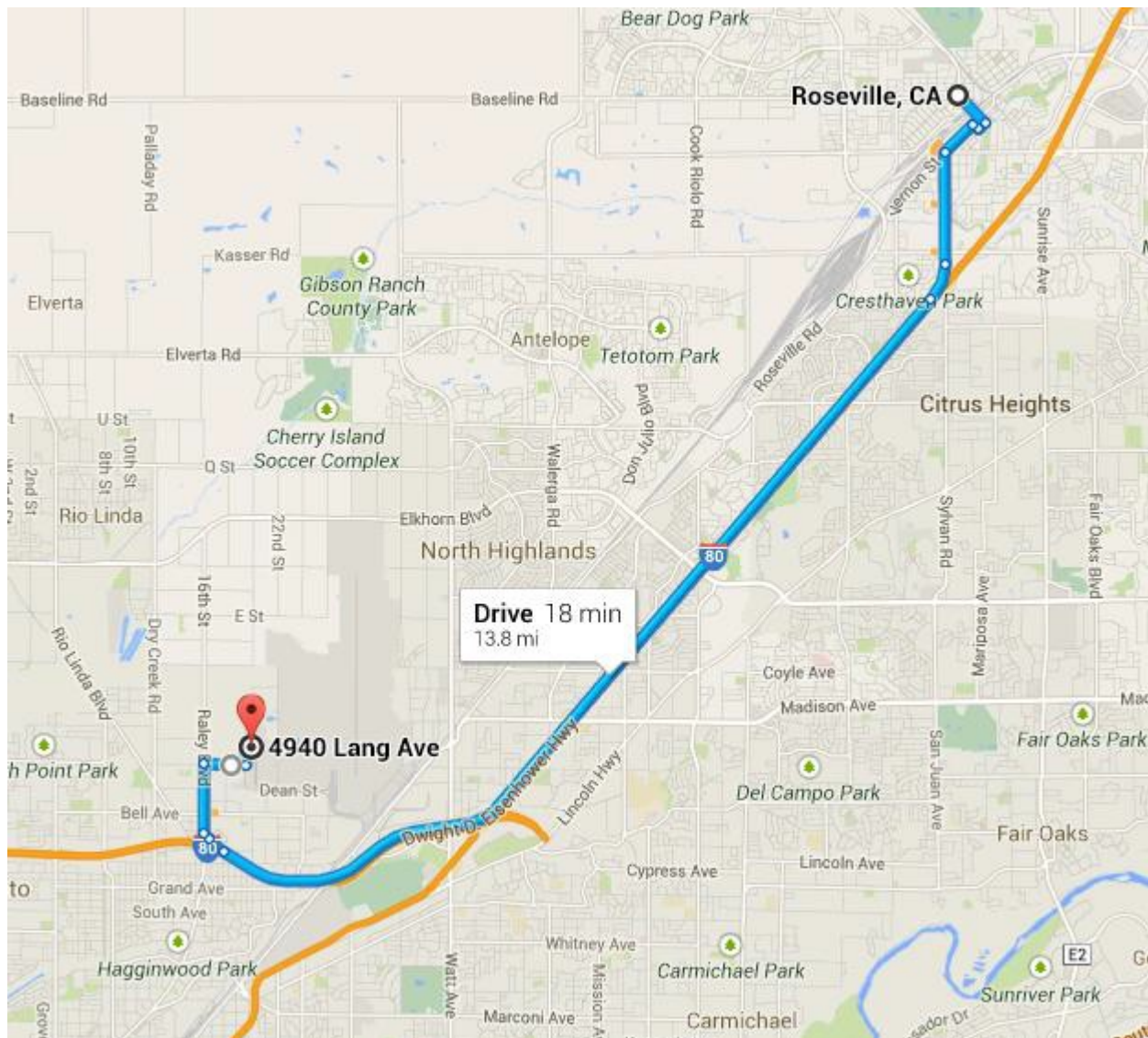
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Sacramento, CA

- Take I-5 N for ~2.5 miles
- Take I-80 E towards Reno for ~5 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

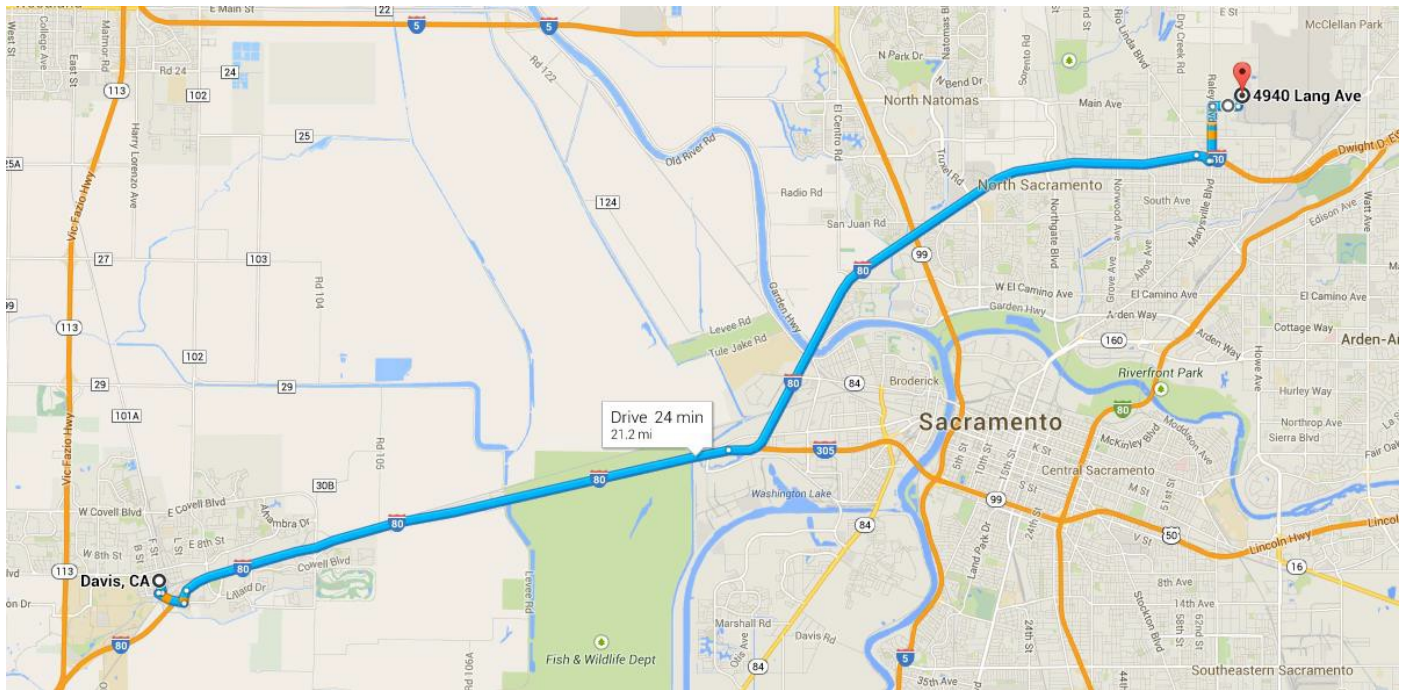
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Roseville, CA

- Take I-80 W towards Sacramento for ~10 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Merge right and head north onto Raley Blvd for 2 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

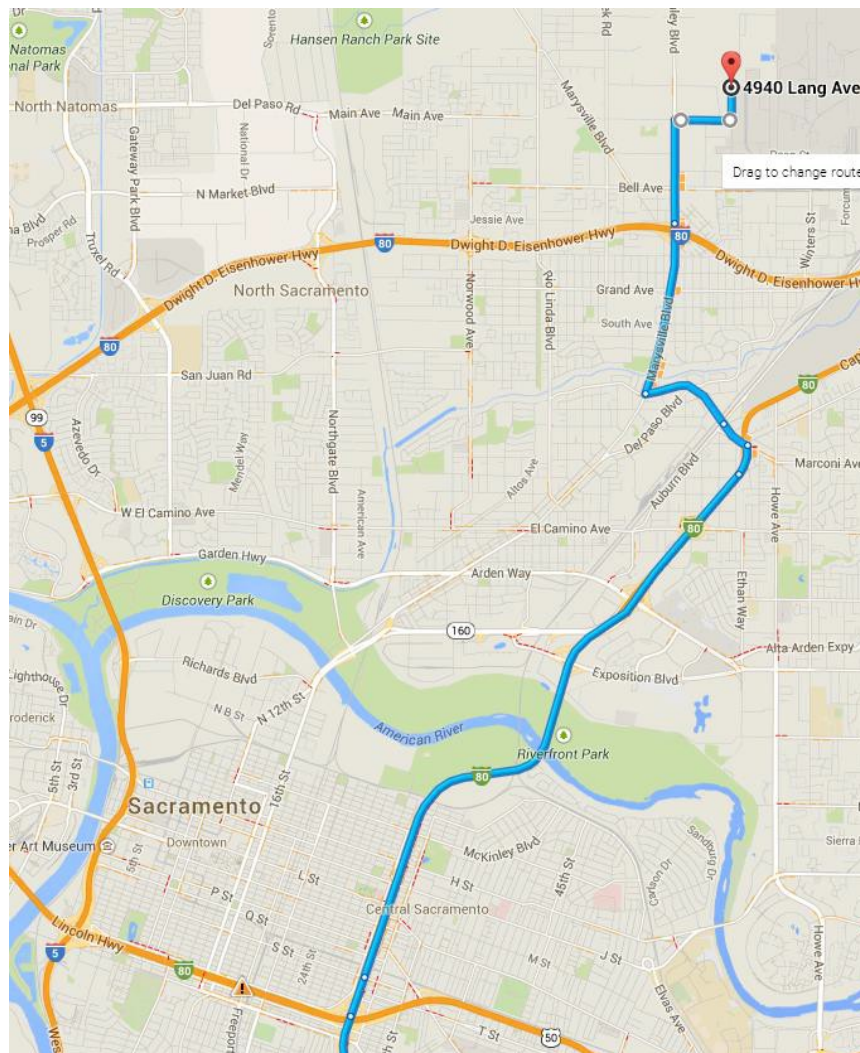
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Davis, CA

- Take I-80 E towards Reno for ~19 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

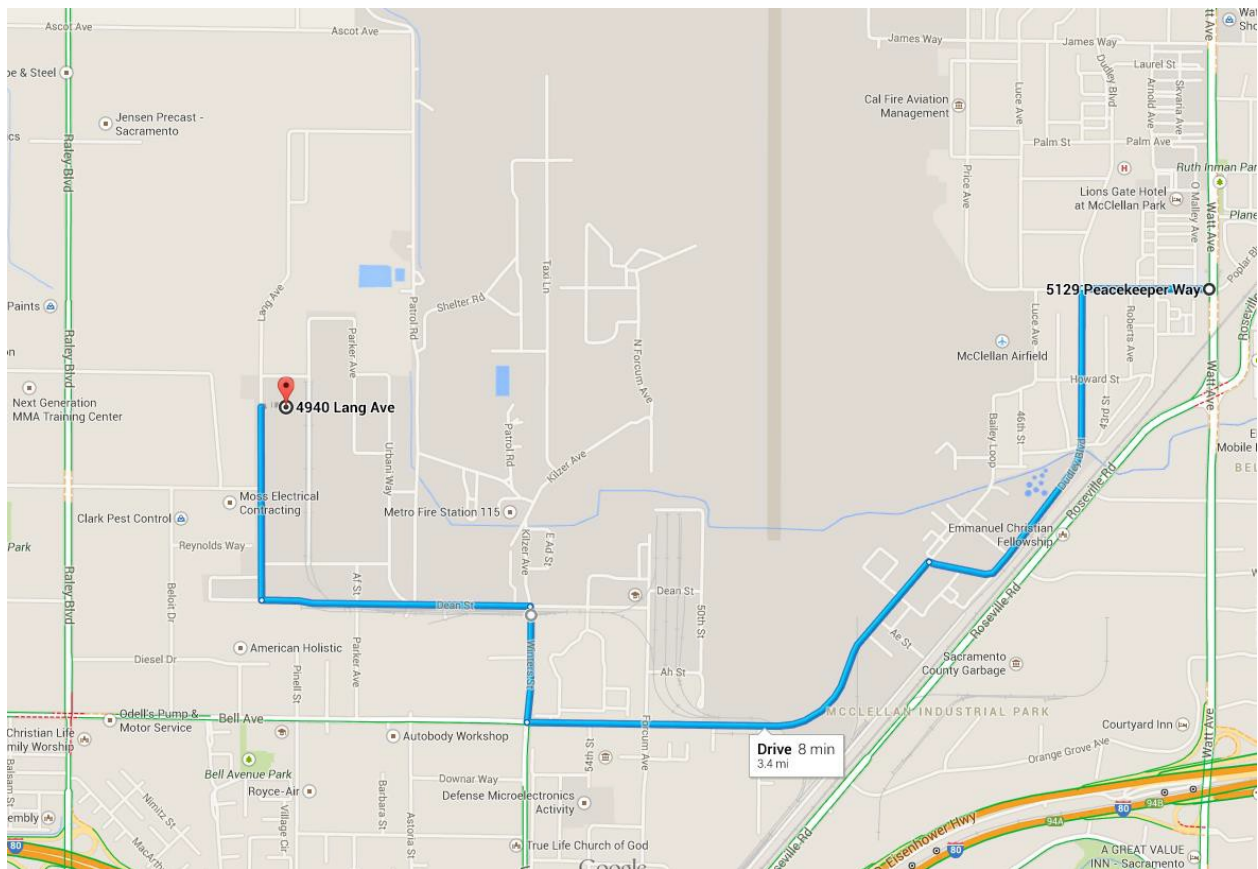
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From CA-99 N, south of Sacramento

- CA-99 N becomes I-80 E Business Route just southeast of downtown Sacramento
- Continue on I-80 E Business Route towards Reno for approx. 5 miles
- Take the Marconi Ave exit, stay in the left lane, turn left onto Marconi over an overpass
- Stay in left/forward lane (not the left turn lane), this lane becomes Arcade Blvd
- Take Arcade Blvd for 0.2 miles, through what looks like a residential area
- Turn right onto Marysville Blvd for 1.3 miles, through a mixed-use area
- Marysville Blvd becomes Raley Blvd when it passes over I-80, continue on for 0.8 miles
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a tall, white water tower.

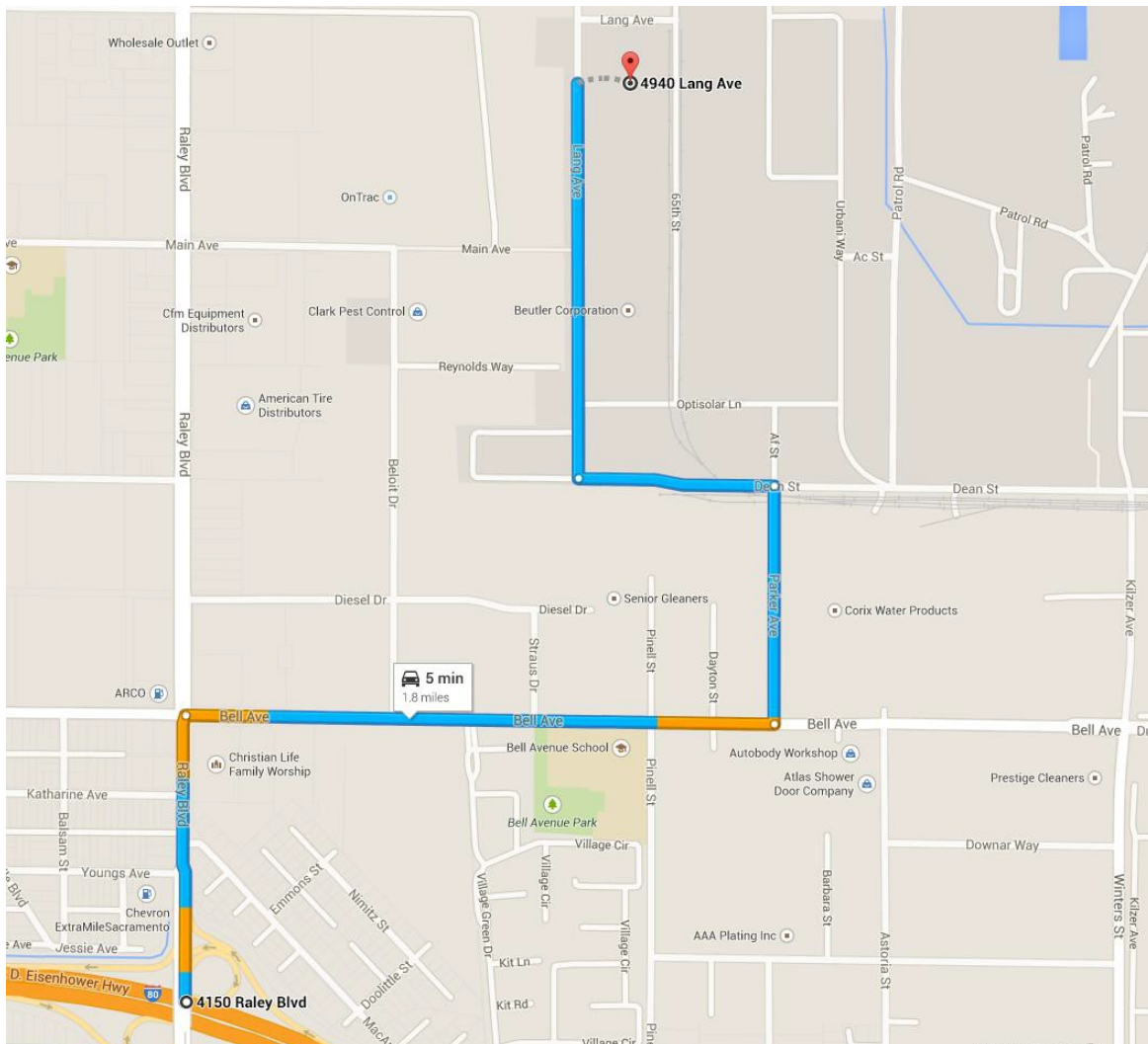
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Watt Ave / East side of McClellan Business Park

- From Watt Ave, head west on (Peacekeeper Way, Palm Ave, James Way, or Freedom Park Drive – all of these cross Dudley Blvd)
- Turn left onto Dudley Blvd, heading south
- At intersection of Dudley Blvd and Dudley Way, turn left to stay on Dudley Blvd
- Turn right onto Winters Street at light
- After crossing railroad tracks, turn left onto Dean Street
- Dean Street turns right and becomes Lang Ave
- Follow Lang Ave to north end of warehouse row. We are located on the right, at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



AFTER HOURS (6PM-6AM) ACCESS TO SMCC

DIRECTIONS FROM I-80 - EXIT 91 RALEY BLVD

- 1. HEAD NORTH ON RALEY BLVD** (0.3 MI)

 - 2. TURN RIGHT AT THE FIRST INTERSECTION ONTO BELL AVE** (0.6 MI)

 - 3. TURN LEFT ONTO PARKER AVE** (0.3 MI)

 - 4. TAKE THE 1ST LEFT ONTO DEAN ST** (0.2 MI)

 - 5. TAKE THE 1ST RIGHT ONTO LANG AVE** (0.4 MI)

 - 6. FOLLOW LANG AVE TO END OF WAREHOUSE ROW. FACILITY LOCATED AT 4940 LANG AVE.**
-

- 1 - Aerospace Museum of California
- 2 - Freedom Park
- 3 - California Family Fitness Center
- 4 - The Village at McClellan Park
- 5 - Shell Gas Station/Circle K Market
- 6 - Drewski's Restaurant/Deli
- 7 - SAFE Credit Union
- 8 - BX/Commissary/Food Court
- 9 - McClellan Conference Center
- 10 - Lions Gate Hotel/O'Club Restaurant
- 11 - MCC Airport/Fixed Base of Operations
- 12 - McClellan Boat/RV Storage

