

District Maintenance Chief Training Update

March 18-22, 2019

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 6, 2019

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
District Maintenance Chief Training Update Group 8

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.



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
Eric Marks Leadership and Staff Development Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach Training Consultant
Joel Dinnauer..... Training Consultant
Ennio Rocca..... 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. 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). 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 which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site 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 may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
5. **ENROLLMENT OR HOUSING 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 Consultant assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. **MEALS:** Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Marconi Conference Center no later than one week before your scheduled arrival.
7. **CLOTHING:** Employees shall wear apparel suitable for business casual dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

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 SECTION STAFF:** Jeff Beach (Jeffrey.Beach@parks.ca.gov) is your Training Consultant and has been assigned the responsibility for your training group.

During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.

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 Consultant.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.

Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.

13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.



Marconi Conference Center's guestrooms overlook Tomales Bay

◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

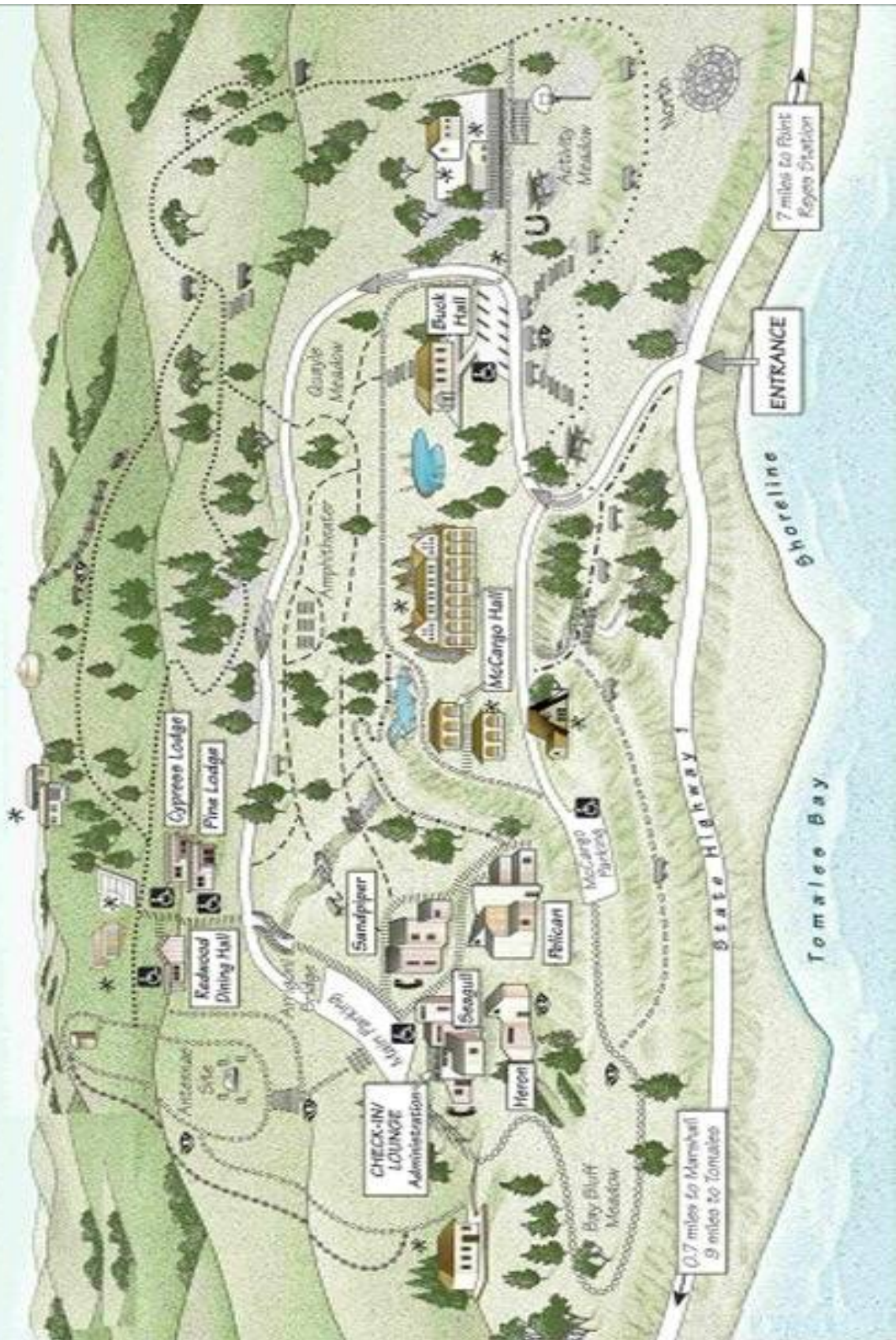
With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.

Marconi Conference Center



◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
 (415) 663-9020



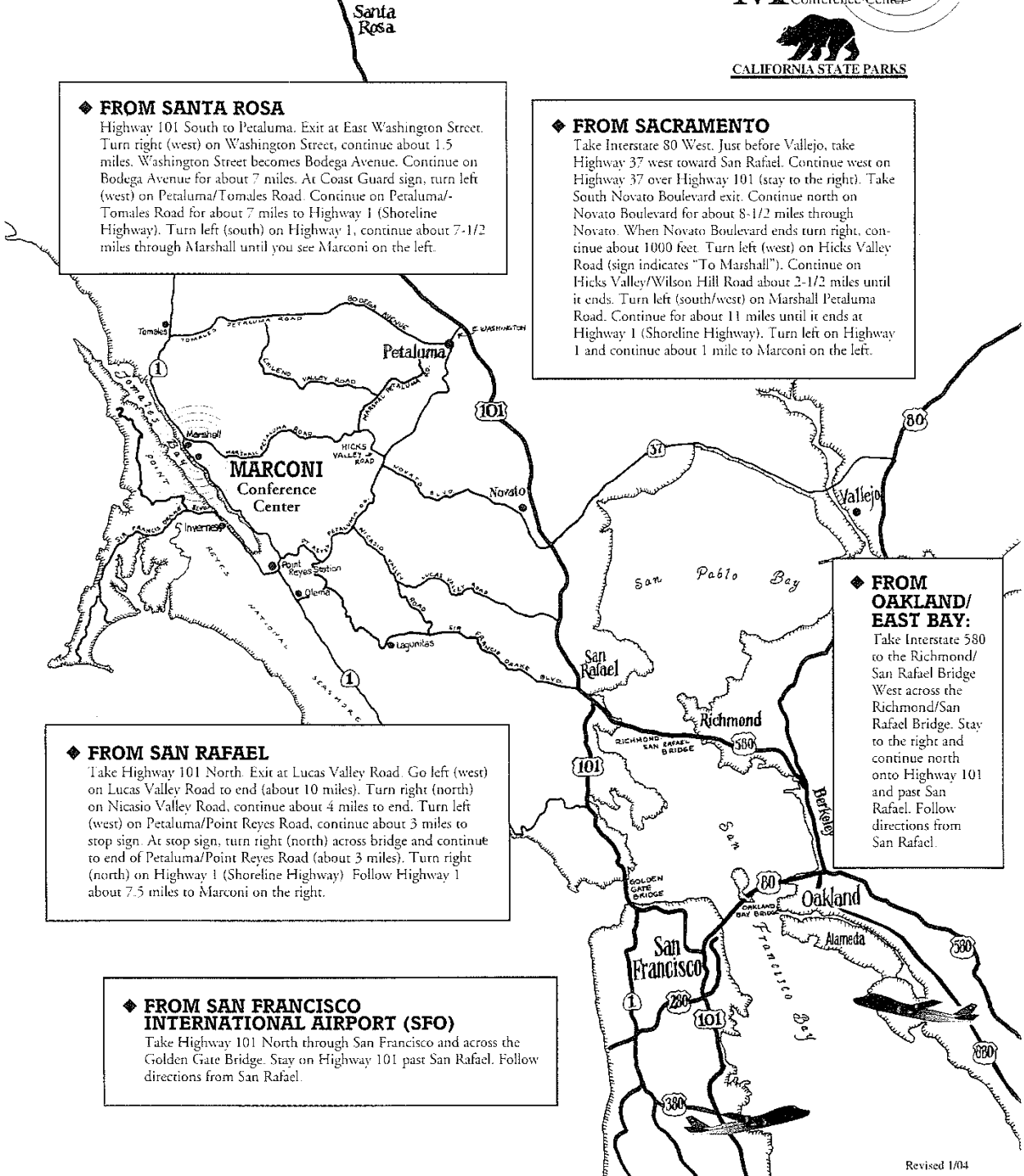
◆ **FROM SANTA ROSA**
 Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**
 Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM SAN RAFAEL**
 Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**
 Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.

◆ **FROM OAKLAND/EAST BAY:**
 Take Interstate 580 to the Richmond/San Rafael Bridge West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at Marconi Conference Center, the following list is provided:

- _____ 1. Read and understand the program syllabus prior to your arrival at the Marconi Conference Center.
- _____ 2. Arrange your travel through your Unit/Office.
- _____ 3. **Uniforms are not required** for this program as noted in the Formal Training Guidelines, No. 7, Clothing, on page 2 of this syllabus. Employees shall wear apparel suitable for business casual dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.
- _____ 4. Bring the following with you to training:
 - Program syllabus.
 - Reusable coffee cup, refillable water bottle, paper, pens, pencils, etc.
- _____ 5. Complete the following pre-training assignment:

PRE-TRAINING ASSIGNMENT:

1. Be prepared to discuss your expectations for the District Maintenance Chief training class. In addition, identify and write down two issues you are currently facing and dealing with at your District. You will be asked to share these with the group.
2. Each District Maintenance Chief and “plus 1” should utilize the selection criteria listed below, and select level 2 PID projects from your District that total \$12.5M.

Please email your selected level 2 project numbers to Branigan Schoppman Branigan.Schoppman@parks.ca.gov by COB March 11, 2019.

Funding/Project Selection Guidelines

Total Selected each District: \$12.5M

- Minimum \$2.5M Natural Resources
- Minimum \$2.5M Revenue Generation (Projects)
- Minimum \$5M Deferred
- Minimum \$2.5M Low Cost Accommodations

PROGRAM ATTENDANCE CHECKLIST (Continued)

- 25% Underserved Communities
- 25% Partnerships
- No Capital Outlay
- No Planning

Ongoing Funding: May Stage Work, but need to show FY 1 Results/Spending

3. All District Maintenance Chiefs be prepared to provide a 5 minutes presentation regarding your level of involvement with your District's transition plan. Topics to consider:
 - Level of involvement and participation
 - Org chart development and final determination
 - Current state of org chart (submitted vs final)
 - Current state of your facilities program positions (i.e. any shortfalls)
 - New positions on Org Charts
 - Status of filling positions
 - SBB representation of other programs and facilities
 - Future planning

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 MAINTENANCE CHIEF TRAINING - AGENDA
March 17 - 22, 2019

0700-0800	Breakfast	All
0800-0815	Program Orientation	Beach
0815-0930	Expectations and Issue Identification	Allsop
0930-1000	DMC Perspective	Lennox/Hiles/West
1000-1100	Facilities Development Updates	Allsop
1030-1200	Facilities Development Updates	Matsumoto/Dewey
1200-1300	Lunch	All
1300-1400	Audits and Assets	BMS
1400-1500	Budgets: Ongoing, Cat I, Roads, WWW	Allsop
1500-1700	Health and Safety Program	Tucker
1800-	Dinner	All

Tuesday
March 19

0700-0800	Breakfast	All
0800-1100	PID Project Selection Exercise	Allsop
1100-1200	Cal Recycle-Updates/Grants/SB1335	Yee
1200-1300	Lunch	All
1300-1500	LEES-Event Awareness for DMC's	Elliott/Bayne
1500-1700	Project Planning and Compliance	Arroyo
1800-	Dinner	All
Evening	Succession Planning	All

Wednesday
March 20

0700-0800	Breakfast	All
0800-0900	PID Relevancy	West
0900-0930	Angeles Districts in Flames	West
0930-1200	Transition Exercise and Presentations	All
1200-1300	Lunch	All
1300-1500	District Organizational Charts Updates	Knapp
1500-1700	Director and Deputy Director Update	Mangat/Amann
1800-	Dinner	All

DISTRICT MAINTENANCE CHIEF TRAINING - AGENDA
March 17 - 22, 2019

Thursday

March 21

0700-0800	Breakfast	All
0800-1000	FEMA Event Updates	Allsop
1000-1200	Equipment Management Updates	Belltawn
1200-1300	Lunch	All
1300-1500	Structure Resilience	O'Neil/CalFire
1500-1600	OHMVR Transitions	Canfield
1600-1700	Division Chiefs	All
1800-	Dinner	All

Friday

March 22

0700-0800	Breakfast	All
0800-0930	Housing Updates	Schoppman
0930-1100	Partnerships	Jaromay
1100-1130	Youth Corps/ADA Maintenance Crew Updates	Turner
1130-1200	Wrap Up – Review	Allsop
1200-	Box Lunch to Go	All

DISTRICT MAINTENANCE CHIEF TRAINING UPDATE

INTRODUCTION AND ORIENTATION OF PARTICIPANTS

Participants will receive an orientation to the facility and this training, and be introduced to each another. Share expectations for the training program.

OPERATIONS AND FACILITIES DEVELOPMENT PERSPECTIVE

Welcome and insight from Department Managers to the Maintenance Chief Training.

FACILITY MANAGEMENT

Current information on Facility Management and Park Operations - where we are as an organization and what to look for in the future.

PARK INFRASTRUCTURE DATABASE

Park Infrastructure database (PID) exercise and discussions regarding funding relevancy.

EVENT AWARENESS

Discussions with LEES regarding awareness for events taking place in parks.

OFF HIGHWAY VEHICLE OPERATIONS

Share the perspective of OHV Management; the culture, and mystique of the OHV Division.

DISTRICT RE-ORGANIZATION - FACILITATED DISCUSSION

Formulate items for discussion with Department Core Staff in an open and friendly forum.

REVIEW AND CONCLUSION

Review and discuss issues and items from the training and address pre-training questions.