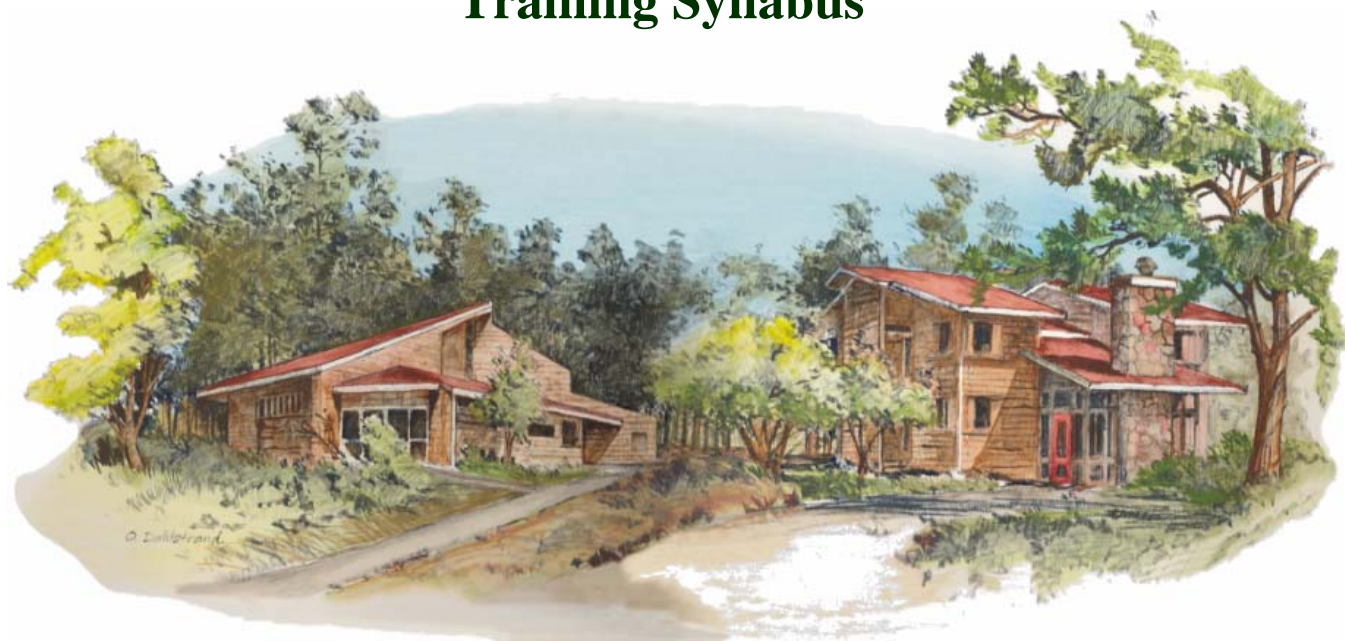


HISTORIC STRUCTURES MAINTENANCE- CCC Masonry

August 23-28, 2009

Training Syllabus



William Penn Mott Jr. Training Center



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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and
productivity through consulting and collaboration,
training and human resources development.***

TRAINING CENTER STAFF

Tina Williams Department Training Officer

Pat Bost Office Manager

Joanne Danielson Academy Coordinator

Chuck Combs Training Specialist

Sara M. Skinner Training Specialist

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Connie Breakfield Cadet Training Officer

Matt Cardinet Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Bill Spencer Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

Eric Marks Program Assistant

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, most recently, the Two Rivers Training Facility in Sacramento. 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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from Palomar Mountain SP 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** (most rooms will have 3 or 4 occupants) and will be available at Palomar Christian Conference Center from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. Single rooms are not available at this training. **Please see page 6 of this syllabus for housing check-in information.** No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Program Coordinator no later than one week before your scheduled arrival if you plan to live off-grounds. Do not contact the Conference Center directly for any specific information or personal requests.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided, buffet style, at the Conference Center Dining Room from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Box lunches will be provided on field days. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival.
6. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist.** Non-uniformed employees shall wear professional business attire.
7. 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.

8. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
9. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training 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. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
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. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
12. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

13. **COFFEE BREAK REFRESHMENTS:** Will be available at most classroom sessions at the Conference Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.
14. **SPECIAL LODGING ARRANGEMENTS:** Lodging and classroom space has been reserved for this training at the Palomar Christian Conference Center, which is a private conference facility located within Palomar Mountain State Park. This facility has a **NO ALCOHOL AND NO TOBACCO** policy which **YOU** will be expected to adhere to.

TRAINING ATTENDANCE CHECKLIST AND PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for this training at Palomar Mountain State Park the following checklist is provided:

1. Be sure you have read and understand the Historic Structures Maintenance - CCC Masonry Syllabus prior to the first scheduled session.
2. Prepare a list of topics for discussion by the instructors. Topics should address problems you have experienced in any of the program subject areas. E-mail the list to Program Coordinator Chuck Combs chuck@parks.ca.gov by August 19, 2009.
3. Study the *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings*. If you do not have a copy, you may read it on line at: <http://www.nps.gov/hps/tps/standards/index.htm>
A copy will be provided for you as part of this class.
4. Bring the following items with you to training:
 - Training Syllabus.
 - Personal safety equipment: safety glasses, ear protection, leather, rubber and latex gloves, hard hat, and sunscreen.
 - Appropriate work uniforms, and coveralls with good work boots.
 - Pens, pencils.
 - Coffee cup.

If you have questions or need assistance, call the Program Coordinator Chuck Combs at 831-649-7124 or email chuck@parks.ca.gov.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

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 training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

HISTORIC STRUCTURES MAINTENANCE - CCC Masonry - AGENDA
August 23-28, 2009

Note: Upon your arrival at the Palomar Christian Conference Center, please proceed to the table located in the parking area to get your room assignment. If you will be arriving later than 6:00 p.m. on Sunday, August 23, please notify Chuck Combs by email, chuck@parks.ca.gov or by cell phone, 831-901-5864, as soon as possible.

Sunday

August 23

1500-	REGISTRATION: <i>Register at the Palomar Christian Conference Center</i>	All
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Monday

August 24

0800-0900	Program Orientation/MPC Registration	Combs
0900-1000	Class Introduction/Problems/Format	Bjelajac/Polzin/ Lechuga
1000-1200	CCC Structures and Their Legacy	Hurley
1200-1300	Lunch	
1300-1400	Task (Job) Hazard Analysis - Safety	Combs
1400-1500	Site Visit	All
1500-1700	Mortar - Lime and Cementitious	Bjelajac

Tuesday

August 25

0800-1000	Documentation: Recordation, Photographic and Public Relations	Bjelajac/ Polzin
1000-1100	Appropriate Historic Masonry Repair - Maintenance and Restoration	Bjelajac
1100-1200	Historic Surveys, PEPC, PEF, Section 106, PRC 5024, NEPA, CEQA	Hurley
1200-1300	Lunch	
1300-1700	Project Site Preparation	All

Wednesday

August 26

0800-0900	Historic Landscape/Masonry	Hurley
0900-1100	Masonry Problems and Solutions	Bjelajac
1100-1200	Historic Project Process	Hurley
1200-1300	Lunch	
1300-1700	CCC Stonewall Project Lab	Bjelajac/ Lechuga

HISTORIC STRUCTURES MAINTENANCE - CCC Masonry - AGENDA
August 23-28, 2009

Thursday
August 27

0800-1200	Stonewall Masonry Repair	All
1200-1300	Lunch	
1300-1700	Stonewall Masonry Repair	All

Friday
August 28

0800-1000	Stonewall Masonry Repair - Project Wrap-up	All
1000-1130	Recap/Examination and Review	Bjelajac/ Lechuga/ Hurley
1130-1200	Program Summary and Evaluation	Combs

HISTORIC STRUCTURES MAINTENANCE TRAINING PROGRAM

36 HOURS

PROGRAM OUTLINE

TOTAL HOURS

ORIENTATION..... 1.5

CLASS INTRODUCTION/PROBLEMS/FORMAT 8.0

Masonry Structures

Historic Records

Task Hazard Analyst

Mortar

PUBLIC PRESENTATIONS..... 8.0

Photographic Documentation

Architecture

Historic Surveys

Public Evaluation Form (PEF)

HISTORIC LANDSCAPE/Masonry..... 18.0

Masonry Problems

Historic Project Process

Masonry Project

PROGRAM SUMMARY AND EVALUATION..... .5

TOTAL HOURS 36.0

HISTORIC STRUCTURES MAINTENANCE – CCC MASONRY

PROGRAM ORIENTATION

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

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

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Adhere to all Training Center guidelines.
4. Receive an update on the Department's historic preservation philosophy and goals.

HISTORIC SURVEYS

Purpose: Proper surveying of historic structures are a key in identifying needed maintenance and preservation techniques.

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

1. Review the purpose and methods of historic survey for proper maintenance and preservation.
2. Gain knowledge of current historic survey practices.
3. Document the needs and results of cultural resource preservation.
4. Acquire skills to conduct a historic survey.

RESEARCH AND DOCUMENTATION

Purpose: Proper research and documentation underlie the success of historic structure preservation and maintenance.

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

1. Review the purpose and methods of historical research and documentation and the relationship to maintenance supervision.

2. Gain knowledge of current research and inventory practices.
3. Discuss how to document the needs and results of cultural resource preservation.
4. Acquire planning skills for cultural research and inventory practices.
5. Discuss available professional assistance.

HISTORIC LANDSCAPES

Purpose: An understanding of historic landscapes in context is essential to those responsible for their preservation and maintenance.

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

1. Examine historic landscapes in a logical, methodical manner for existing and potential deterioration of the historic fabric.
2. Identify essential historical elements of specific landscapes.

MASONRY STRUCTURES

Purpose: To gain an understanding of and the practical ability to preserve and maintain stone structures.

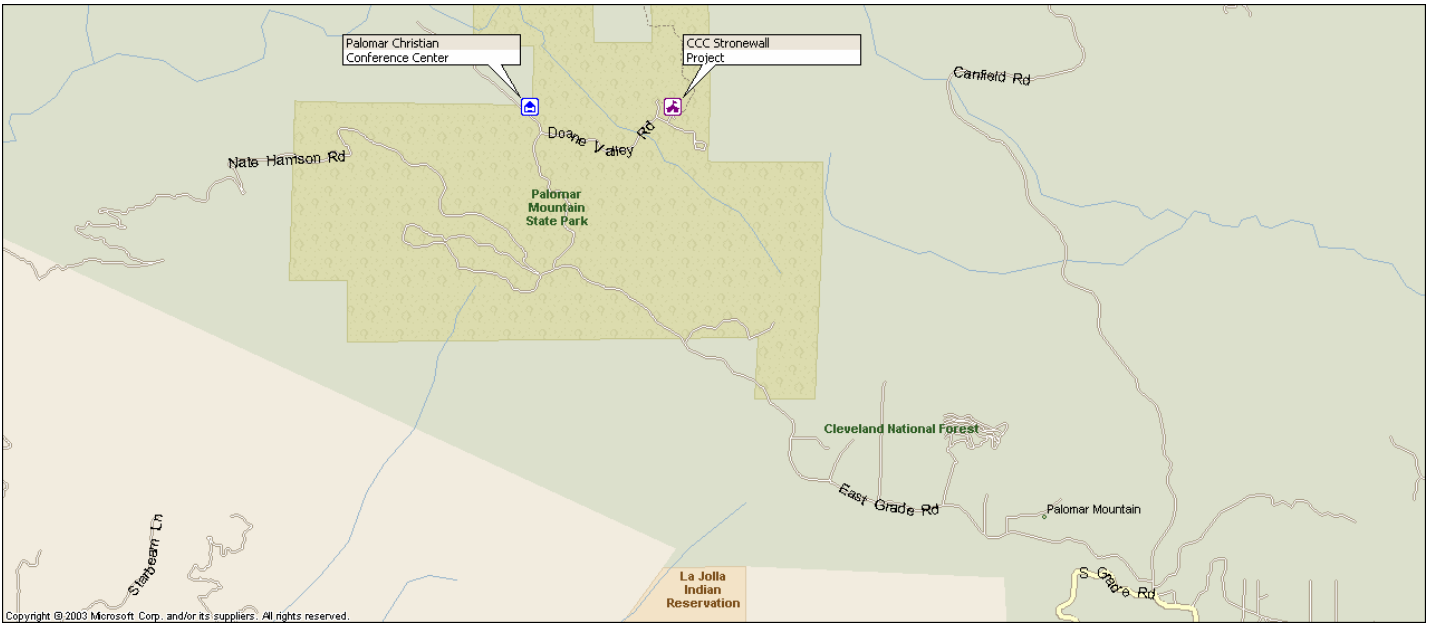
Performance Objectives: By the close of the session the participant will

1. Identify the historic uses of stone and mortar, and historic construction and design methods.
2. Repair and replace lime and cementitious mortar.
3. Review different types of stone walls and their uses.
4. Repair, replace and lay stone.
5. Place a new stone in an existing unit.

Vicinity Map



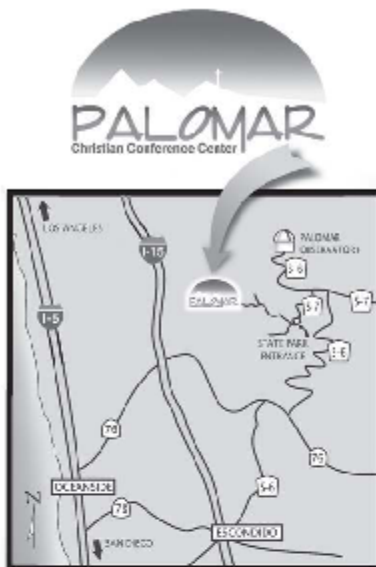
Project Map



Note:

DO NOT take Nate Harrison Road to Palomar Mountain SP; take County Roads S6 or S7.

DIRECTIONS



FROM INTERSTATE 5

1. East on Hwy. 76 at Oceanside for 38 miles.
2. Bear left (towards Palomar Mt.) onto S-6. Go 7 miles.
3. Left at Yield sign.
4. Immediate left onto State Park Road.
5. 3 miles to State Park. Request permission to go through to the Conference Center. There will be no charge.
6. 2 more miles (follow signs) to our parking lot.

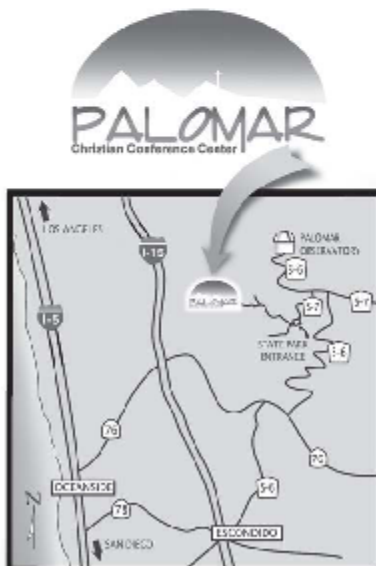
SOUTH ON INTERSTATE 15

1. Take the Oceanside / Pala exit (Hwy. 76).
2. Go East on 76 for 21 miles.
3. Bear left (towards Palomar Mt.) onto S-6. Go 7 miles.
4. Left at yield sign. Immediate left onto State Park Road.
5. 3 miles to State Park. Request permission to go through to the Conference Center. There will be no charge.
6. 2 more miles (follow signs) to our parking lot.

NORTH FROM SAN DIEGO AREA

1. North on Interstate 15.
2. Take the Via Rancho Pkwy. exit, right (East); becomes Bear Valley Pkwy.
3. Go about six miles to Valley Center Parkway (S-6), road ends, turn right.
4. Continue on Valley Center Pkwy. past Harrah's Casino. Road ends, go right on 76.
5. Bear left (towards Palomar Mt.) onto S-6. Go 7 miles.
6. Go 7 miles to top of mountain. Go left at yield sign, then another immediate left onto State Park Road.
7. Go 3 miles to State Park entrance. Request permission to go through to the Conference Center. There will be no charge.
8. Go 2 more miles (follow signs) to our parking lot.

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