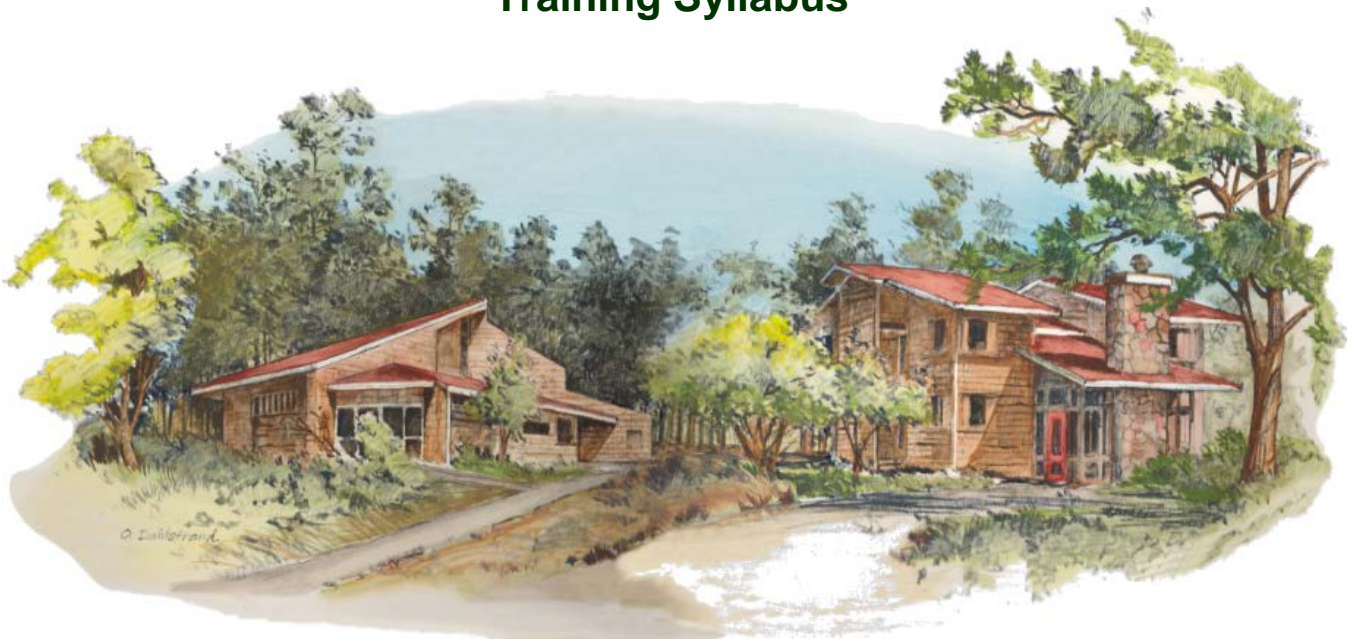


State of California . The Natural Resources Agency . California State Parks

INTRODUCTION TO HISTORIC STRUCTURES MAINTENANCE

April 15-19, 2019

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 29, 2019

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Introduction to Historic Structures Maintenance 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

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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
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 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) and on the Parks and Recreation website under the Learning/Training Section. 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 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. The Mott Training Center does not have the capability to provide transportation to/from Monterey airport.

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 assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Department Training Specialist no later than two weeks before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

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 Specialist 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 Specialist 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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Specialist, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and

have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, 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. Hot or box lunches may be provided on some days. If you require a special diet, please contact the Training Specialist Jeff Beach to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, 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 apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
11. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and

concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.

13. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. **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.
15. **TRAINING SECTION STAFF:** Jeff Beach is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. 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.
16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott 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. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Specialist may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
18. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.
19. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to

lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.

20. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
PO Box 699, Pacific Grove, CA 93950

21. 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.
22. FAX: The Mott Training Center's FAX number is (831) 649-2824.
23. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
24. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
25. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
26. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
27. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Bring your own coffee cup.

PRE-TRAINING ASSIGNMENT

Please develop a brief project scope for a restoration project at your local unit, sector, or district. The scope should include a list containing-

- Project description (such as “restore windows at XYZ house”)
- Not too grand an undertaking (“restore windows” not “restore XYZ house”)
- Include description of facility, including age-historic importance, etc.
- Major steps, including compliance documents, funding source, required staff, how you will complete project.
- Materials, specialty tools and equipment.

This should be brief, and preferably a potential “real” project. You will be using your project scope in a Project Evaluation Form (PEF) exercise.

Note: The pre-training assignment will be collected during the program orientation. Completion of the pre-training assignment and bringing the correct personal safety equipment are mandatory and will count for 20% of your program grade.

If you have any questions or need assistance, contact the Training Specialist Jeff Beach at 831.901.5864 or Jeffrey.Beach@parks.ca.gov.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- _____ 1. Be sure to have read and understand the Introduction to Historic Structures Maintenance syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. Complete the **pre-training assignment** and bring with you on the first day of class.
- _____ 4. Uniforms are required for this program as noted in the Formal Training Guidelines, No. 8, Clothing, on page 3 of this syllabus.
- _____ 5. Bring the following with you to training:
 - Program syllabus and pre-training assignment.
 - Personal safety equipment (eye, ear, head, and hand protection).
(Eye protection is required at all times on all lab projects.)
 - Coveralls or appropriate work clothing.
 - Foul weather gear (due to the possibility of rain during the program, it is required that you bring rain gear with you).
 - Coffee cup, refillable water bottle, calculator, pencils, pens, and alarm clock.

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.

INTRODUCTION TO HISTORIC STRUCTURES MAINTENANCE GROUP 1

April 15-19, 2019

Lead Instructor: Tim White

Assistant Program Coordinators: Tim Simonds, Doug Johnson

Special Notice: Monday, April 15 only class will be at The Madrone Room, Mott Training Center. Tuesday-Friday class will be at the Chuck Combs Training Annex, 2211 Garden Road, Building C, Monterey, CA. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return after 1700.

Sunday

April 14

1500 REGISTRATION: *Check-in at the Asilomar Administration Building for participants staying at Asilomar* All

Monday

April 15

0800-0900	Introductions and Expectations, class overview	Beach/White
0900-0930	Introduction to Cultural Resources Program	Hilton
0930-1000	History of California Architecture	Stewart
1000-1100	Secretary of Interior Standards and other	Stewart
1100-1130	Character defining features	Bischoff
1130-1200	Historic Structure Reports, and research	Osanna
1200-1300	Lunch	
1300-1400	PRC 5024 Compliance	Osanna
1400-1500	Project Evaluation Forms, project scope and other tips	Morlet/Jasinski
1500-1700	History and tour of Asilomar	Morlet

Tuesday

April 16

0800-0830	Meet at Mott, Travel to Annex	All
0830-1000	Historic electrical systems	Ross
1000-1100	Historic plumbing systems	Weingarten
1100-1200	Roofing-flooring-framing-siding	Johnson
1200-1300	Lunch	
1300-1500	Doors-trim-joinery-cabinets	Simonds
1500-1630	Design and consistency	White
1630-1700	Return to Mott	All

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Wednesday

April 17

0800-0830	Meet at Mott, Travel to Annex	All
0830-1200	Group 1-Field trip-barn & Diablo Stoves	All
0830-1200	Group 2-Lab at Annex	
1200-1300	Lunch	
1300-1630	Group 1-Lab at Annex	All
1300-1630	Group 2-Field trip-barn and Diablo Stoves	
1630-1700	Return to Mott	All

Thursday

April 18

0800-0830	Meet at Mott, Travel to Annex	All
0830-1200	Group 1-Field trip-downtown Monterey	All
0830-1200	Group 2-Lab at Annex	
1200-1300	Lunch	
1300-1630	Group 1-Lab at Annex	All
1300-1630	Group 2-Field trip-downtown Monterey	
1630-1700	Return to Mott	All

Friday

April 19

0800-0830	Travel to Annex, use own vehicle	All
0830-0900	Shop cleanup	All
0900-0930	Class review	
0930-1030	Examination	All
1030-1100	Exam Review	All
1100-1130	Program Summary and Evaluation	All

INTRODUCTION TO HISTORIC STRUCTURES MAINTENANCE

HOURS

PROGRAM OUTLINE

<u>ORIENTATION</u>	1.0
<u>CULTURAL RESOURCE AREAS</u>	17.0
History of California Architecture	
Secretary of Interior and other Standards	
Historic Structure Reports	
PRC 5024, PEF and CEQA.....	
<u>CARPENTRY</u>	12.0
Restoration tools, materials, and methods	
Roofing, flooring, siding, framing	
Doors, windows, trim, joinery, cabinets.....	
Tool Maintenance.....	
<u>SPECIAL TOPICS</u>	4.0
Historic plumbing systems	
Historic electrical systems	
Diablo Stoves	
Barns and other outbuilding	
<u>PROGRAM SUMMARY AND EVALUATION</u>	2
TOTAL HOURS	36.0

INTRODUCTION TO HISTORIC STRUCTURES MAINTENANCE GROUP 1 **PURPOSE AND PERFORMANCE OBJECTIVES**

PROGRAM ORIENTATION

Purpose: Participants will meet one another, the Training Specialist and Instructors. The group will share expectations for the training program. In addition, program content will be reviewed and registration for the class completed.

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

1. Review program content, procedure, and evaluation processes.
2. Adhere to all Training Center guidelines.
3. Review pre-training assignment.

CULTURAL RESOURCE AREAS

Purpose: To provide a thorough introduction to Cultural Resources as it applies to Historical Structures Maintenance, which will enable Park Maintenance Workers to understand the approval process for maintenance-repair-restoration projects to historic park buildings and facilities.

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

1. Be introduced to California Architectural History
2. Be aware of Secretary of Interior Standards.
3. Understand Historic Structures Reports.
4. Understand PRC 5024, PEF, and CEQA.

CARPENTRY

Purpose: To enable the Park Maintenance Worker to use a wide variety of carpentry hand and power tools, materials, and methods in order to fulfill the responsibility of maintaining, repairing, and restoring historic park facilities.

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

1. Select the proper tools, materials, and methods for carpentry projects on historic structures.
2. Understand framing-roofing-flooring and siding systems in historic structures.
3. Understand different window, door, cabinets, and trim in historic structures.

SPECIAL TOPICS

Purpose: To provide the participant with an introduction to historic plumbing and electrical systems, barns and other building, and Diablo Stoves.

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

1. Understand different electrical systems found in historic structures.
2. Understand different plumbing systems found in historic structures.
3. Understand the importance of historic barns and other outbuildings.
4. Understand the history and importance of Diablo Stoves, and how they work.

Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

