

Intermediate Trails Program: Maintenance and Management

April 23-27, 2018

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 6, 2018

To: Supervisor

From: Debbie L. Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Basic Trails Program Maintenance and Management Group 11

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

Prior to Training

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

Immediately Following Attendance

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

Three Months Following Training

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

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



Debbie L. Fredericks
Training Section Chief

Attachment
cc: Participant

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Mission Statement Training Section

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

TRAINING SECTION STAFF

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

THE MISSION

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



FORMAL TRAINING GUIDELINES

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

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including Marconi Conference Center. 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:** 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: STATE PARKS STAFF**-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. Check-in is at Asilomar Front Desk. 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. 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 Mott Training Center Administration Building.

NOTE: You will be assigned a room at a motel while attending training. 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.

OUTSIDE AGENCY PARTICIPANTS: We have negotiated rooms at the State rate of \$125.00 plus tax per night, within walking distance at the Mott Training Center at **Pacific Gardens Inn, 701 Asilomar Blvd, Pacific Grove, CA 93950, (831)646-9414**. When making reservations you must inform them that you are participating in the “State Parks Trails Class.” You or your agency will be required to reserve lodging in advance, and pay for your room. If Pacific Gardens Inn does not have a room available for you, you will need to research other hotels in the Pacific Grove area.

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 72 hours 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 72 hours notice.

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

6. **MEALS: STATE PARK EMPLOYEES** - Meals will be provided 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, notify the Mott Training Center no later than one week before your scheduled arrival.

MEALS: OUTSIDE AGENCY PARTICIPANTS - Meals will not be provided. You will need to make your own arrangements for meals, including bringing a sack lunch to class Monday through Thursday.

7. **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 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 training 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 is your Training Specialist 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 Specialist.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at 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. Please 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. Please limit those calls to your breaks.

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.
15. SAFETY/COMFORT REMINDER: The Northern California Coastal Rainforest experiences an average of 70 inches of combined rain and fog annually. We will be training at the beginning of the wet season, so be prepared for adverse weather. Bring rain gear and layered work clothing that will allow you to stay comfortable while working/hiking in inclement conditions. There may be poison oak at this training.

Warning – Poison oak, which many people find highly irritating to the skin, is prevalent in this area. Persons who may have sensitivities are advised to take care to not come in contact with this plant while hiking and working, and should take any other preventative measures as may be appropriate.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENT

To assist you in your preparation for formal training the following list is provided:

1. Read and understand the Intermediate Trails Program: Maintenance and Management Syllabi prior to your arrival at the Mott Training Center.
 - ✓ **5 SLIDE PROGRAM**
Class participants are requested to prepare a brief slide or PowerPoint presentation on trail projects undertaken within their district, park or geographic area of responsibility. Subject matter is limited to trail repair and maintenance activities i.e., trail construction/reconstruction, bridge construction, retaining wall construction, steps (MPO) construction, etc. Before and after shots are desirable. Presentations will be limited to a **maximum of five minutes**. Please have your slides pre-arranged in on a USB memory stick, or CD-R to expedite the presentations.
 - ✓ Review the Post-Training Assignment. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
2. Remember to bring the following with you to training:
 - ✓ Trails binder that you received in Basic Trails class
 - ✓ Program syllabus
 - ✓ Personal safety equipment (eye, ear, hand protection and a hard hat)
 - ✓ Appropriate work clothing and rain gear with good work boots
 - ✓ Day pack, Abney hand level and/or clinometer and water bottle/canteen
 - ✓ Alarm clock, pens, pencils
 - ✓ Poison Oak pre/post topical treatments as appropriate

THE FIELD LABS ON MONDAY THROUGH THURSDAY WILL REQUIRE WEARING HARD HATS. STUDENTS WITHOUT A HARD HAT WILL NOT BE ALLOWED TO PARTICIPATE IN THE FIELD EXERCISE.

3. **Do not** contact the Asilomar Conference Grounds to make any personal arrangements. All special arrangements must be made via the Training Center Office. If you have questions or need help, contact the Program Coordinator Jeff Beach by telephone at (831) 901-5864 or via e-mail at Jeffrey.Beach@parks.ca.gov.

NOTE: Completion of the pre-training assignments including the **5 SLIDE PROGRAM** and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.

4. Uniforms are not required for this training class. If you have questions or need help, contact the Program Coordinator Jeff Beach by telephone at (831) 901-5864 or via e-mail at Jeffrey.Beach@parks.ca.gov.

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.

INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 11
AGENDA - April 22-27, 2018

Sunday
April 22

1500- **REGISTRATION:** *Check in at Asilomar Administration Building* All

Monday
April 23

0800-0830	Program Orientation	Beach
0830-0900	Beginning Class Review/Intermediate Class Overview	Shannon
0900-1000	Trail Structure Application Lecture	Turner
1000-1200	Trail Administration - CAT I Budgeting	Allsop
1200-1300	Lunch in Field	All
1300-1330	Van Pool to Training Sites	All
1330-1430	Trail Inventory Lab	Allsop/Turner/Spann Meyers/Shannon
1430-1730	Rock Breaking Lab	Cline-James/Hiles/ Nelson/Young/Miller
1730-1800	Van Pool to Mott	All
1800-1900	Dinner	All

Tuesday
April 24

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 1 Causeway/Turnpike	Turner/Hiles
	Group 2 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 3 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 4 Step Layout	Allsop
	Group 5 Cable Steps	Pereira/Young
	Group 6 Wood Retaining Walls	Shannon/Miller
1200-1300	Lunch in Field	All
1300-1700	Afternoon Lab Assignments	
	Group 3 Causeway/Turnpike	Turner/Young/Hiles
	Group 6 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 2 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 5 Step Layout	Allsop
	Group 4 Cable Steps	Pereira/Young
	Group 1 Wood Retaining Walls	Shannon/Miller
1700-1730	Van Pool to Mott	All
1800-1900	Dinner	All
1900-2200	Participant Slide Presentations	All-Mott

INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 11
AGENDA - April 22-27, 2015

Wednesday

April 25

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 2 Causeway/Turnpike	Turner/Hiles/Young
	Group 1 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 5 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 6 Step Layout	Allsop
	Group 3 Cable Steps	Pereira/Young
	Group 4 Wood Retaining Walls	Shannon/Miller
1200-1300	Lunch in Field	All
1300-1700	Afternoon Lab <i>Assignments</i>	
	Group 4 Causeway/Turnpike	Turner/Hiles/Young
	Group 5 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 1 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 3 Step Layout	Allsop
	Group 6 Cable Steps	Pereira/Young
	Group 2 Wood Retaining Walls	Shannon/Miller
1700-1730	Van Pool to Mott	All
1800-1900	Dinner	All
1900-2100	Participant Slide Presentations Groups	All-Mott

Thursday

April 26

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 6 Causeway/Turnpike	Turner/Hiles/Young
	Group 3 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 4 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 2 Step Layout	Allsop
	Group 1 Cable Steps	Pereira
	Group 5 Wood Retaining Walls	Shannon/Miller
1200-1300	Lunch in Field	All

INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 11
AGENDA - April 22-27, 2018

Thursday
April 26

1300-1700	Afternoon Lab Assignments	
	Group 5 Causeway/Turnpike	Turner/Young
	Group 4 Cellular/Geotextile Retaining Walls	Spann/Meyers
	Group 6 Rock Retaining Walls	Nelson/Cline-James/ Sylvia
	Group 1 Step Layout	Allsop
	Group 2 Cable Steps	Pereira
	Group 3 Wood Retaining Walls	Shannon/Miller
1700-1730	Van Pool to Mott	All
1800-1900	Dinner	All

Friday
April 27

0800-1100	Environmental Review CEQA, Other Permits, PRC 5024	Walck/Hilton
1100-1130	Remaining Slide Shows	Students
1130-1200	Program Evaluation	Turner

**PROGRAM: INTERMEDIATE TRAILS PROGRAM:
MAINTENANCE AND MANAGEMENT GROUP 11**

40 HOURS

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u>	1.0
<u>TRAIL ADMINISTRATION</u>	6.0
Review and Use of Trail Inventories.....	
Budgeting.....	
GIS as a Planning Tool	
Environmental Review and Permitting.....	
<u>TRAIL LAYOUT AND DESIGN</u>	17.0
Rapid Grade Gain Structures.....	
Retaining Walls	
Installation Lab	
<u>DRAINAGE STRUCTURES</u>	10.0
Drainage Situations.....	
Causeways and Turnpikes	
Instillation Lab	
Participant Slide Presentations	4.0
<u>CLASS REVIEW AND TESTS</u>	1.0
<u>PROGRAM EVALUATIONS</u>	<u>1.0</u>
TOTAL HOURS	40.0

INTERMEDIATE TRAILS PROGRAM MAINTENANCE MANAGEMENT GROUP 11 **PROGRAM OBJECTIVES**

PROGRAM ORIENTATION

Purpose: Participants and Trainers will become reacquainted with each other and the Program Coordinator. The group will be given information on the logistics of the weeks training program at Mott Training Center and Monterey Sector State Parks. Each participant will share how they have applied the knowledge gained in Intermediate Trails Program Maintenance Management Group 10 at their district and what expectation they have for this program. In addition, the 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. Review Mott Training Center Guidelines.

TRAIL ADMINISTRATION

Purpose: Provide participants with a review of the introduction to classification of individual trails with a park's trail system, the working vocabulary and glossary of trail terms, the ability to complete a trail log and the ability to assess a trail maintenance activity in relation to safety and resource damaging issues. Provide participants with the introduction to developing a cyclic yearly Category I Maintenance Budget for their District's trail system.

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

1. Demonstrate the knowledge and understanding of different levels of trail classifications according to visitor use characteristics, park features, topography, and sensitive resources.
2. Identify specific trail features and record them in a trail log inventory of an individual trail.

TRAIL STEP LAYOUT AND DESIGN

Purpose: Provide participants with the ability to recognize when trail steps would be required, the most appropriate trail step to install and the basics of trail step lay out and installation techniques.

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

1. Be able to recognize different types of trail step construction.
2. Demonstrate the knowledge and understanding of what type and when to install trail steps.
3. Demonstrate the ability to design, layout, and install trail steps.

RETAINING WALL CONSTRUCTION

Purpose: Develop the participants' knowledge of retaining wall construction and maintenance, techniques, and use of alternative technologies.

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

1. Identify the necessity and design of different designs of retaining walls on trail corridors.
2. Demonstrate the principles of retaining wall construction, i.e. foundations, key, and batter.
3. Construct wood, rock, cellular confinement, and geotextile fabric retaining walls.

TRAIL REHABILITATION

Purpose: Provide the participants with the knowledge of techniques used in trail hardening in wet and saturated areas by the means of causeway, turnpike, and drainage lens.

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

1. Identify trail drainage situations of wet meadows and short-lived drainage seeps.
2. Demonstrate the ability to select the appropriate trail hardening techniques to mitigate damage to the trail surface during times of soil saturation.

3. Demonstrate the ability to design, layout, and construct causeway, turnpike and drainage lenses.

ENVIRONMENTAL REVIEW

Purpose: Provide the participants the knowledge of interfacing Unit General Plans, lack of General Plans, CEQA, PRC 5024, local and regional agency permitting, and threatened and endangered species consultation with trail maintenance and development.

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

1. Use the Unit's General Plan in implementation of trail projects and know what to do if the unit does not have a General Plan.
2. Recognize the relationship and importance of local, regional, and state-wide issues of review and permits.
3. Identify the permits necessary for trail project implementation.
4. Implement the PRC 5024 process and utilize the services of Service Center Staff for historical and archeological review.

Asilomar Conference Grounds, Mott Training Center, and Motel location maps



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

