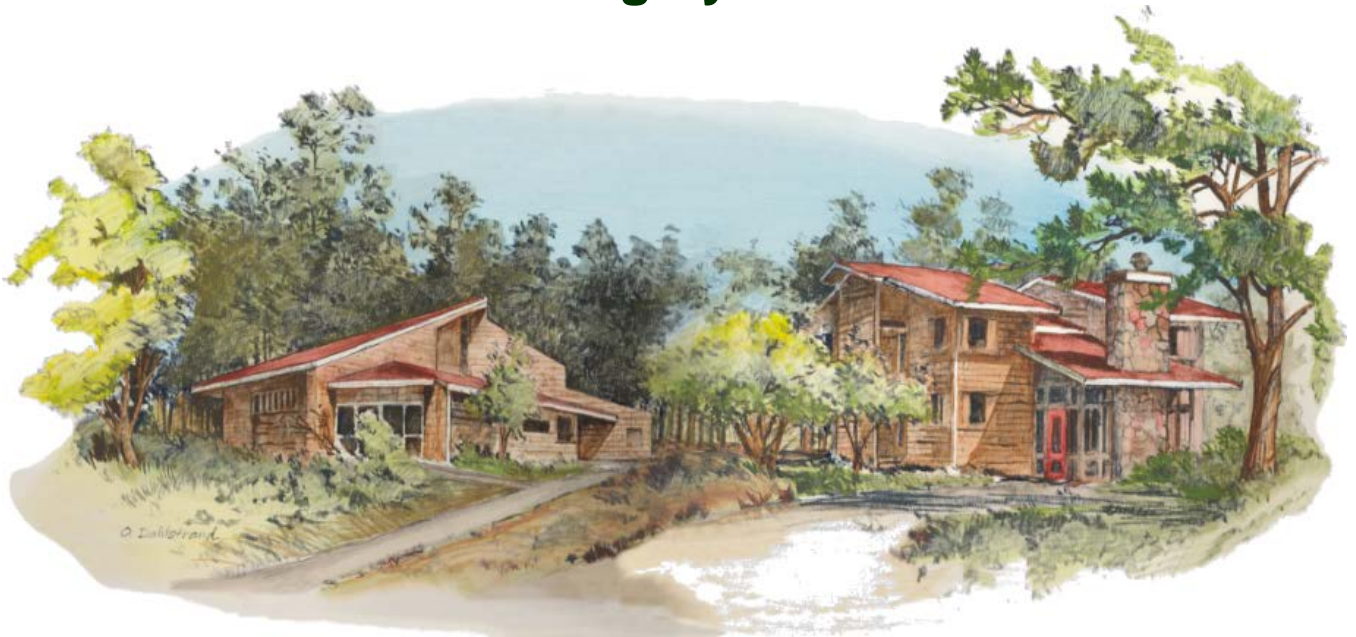


# Resource Advisor (READ)

April 4-5, 2017

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** March 21, 2017

**To:** Supervisor

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

**Subject:** Employee Attendance at Formal Training  
Resource Advisory (READ)

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

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Program Attendance Checklist..... 6

Post-Training Assignment ..... 7

Agenda..... 8

Program Outline ..... 9

Program Objectives..... 10

Location Map..... 15

***Mission Statement  
Training Section***

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

**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

Dave Galanti ..... Training Consultant

Karyn Lombard ..... Training Consultant

Sara M. Skinner ..... Training Consultant

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

Alex Franck..... Assistant Program Coordinator

Jessica Kohls..... 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 California State Parks 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 Consultant 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 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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Consultant, the Mott Training Center will absorb the cost of your room and meals at the current CSP 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, contact the Training Consultant Jim Suero to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Consultant 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. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. 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.

12. **SMOKING:** Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. **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.
14. **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.
15. **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.
16. **TRAINING SECTION STAFF:** Jim Suero is your Training Consultant 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.
17. **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.
18. **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 Consultant 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 Consultant.

19. 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.
20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center (acquire combo from the staff). Bicycles shall not be brought into any building nor chained to lamp posts, trees, etc.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

California State Parks  
WILLIAM PENN MOTT JR. TRAINING CENTER  
PO Box 699, Pacific Grove, CA 93950
22. 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 receive or make cell phone calls during class time. Limit those calls to your breaks.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. 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.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. 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.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
28. 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.



## 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. Read and understand the Resource Advisory (READ) program syllabus prior to your arrival at the Mott Training Center.
- \_\_\_\_\_ 2. Arrange your travel through your District Office/Section.
- \_\_\_\_\_ 3. Remember to bring the following with you to training:
  - Program syllabus.
  - Proper field uniform, see Formal Training Guidelines #8.
  - Coffee cup, reusable water bottle, alarm clock, pens, pencils.

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

**RESOURCE ADVISOR (READ) – AGENDA**  
**April 4-5, 2017**

**Monday**  
**April 3**

1500	REGISTRATION: <i>Check in at the Asilomar Administration Building.</i>	All
------	--	-----

**Tuesday**  
**April 4**

0800-0830	Introduction	Suero/Padilla
0830-0940	Introduction to Resource Advising	Suero/Padilla
0940-1000	READ Response Kit	Padilla
1000-1100	DPR Wildfire Response	Andreano/TBA
1100-1200	Response: Small events, Large Events	Hyland
1200-1300	<i>Lunch</i>	
1300-1400	Navigating Incident Management and the ICP	Halbert
1400-1500	Minimum Impact Suppression Tactics Review	Andreano
1500-1600	Documentation of Event	Suero
1600-1700	Map Interpretation	Hyland

**Wednesday**  
**April 5**

0800-1000	Restoration & Rehabilitation	Halbert/Andreano
1000-1030	Proper Radio Use	Padilla
1030-1100	Radio Use Exercise	Halbert
1100-1230	Break for Lunch; Point Lobos	
1230-1300	Cultural Resource Recognition/Protection	TBA
1300-1330	Incident Management; Agency Rep	James
1330-1530	Field Scenario Exercises	ALL
1530-1630	After Action Review	ALL
1630	Return to Mott - Adjourn	

**TRAINING PROGRAM: RESOURCE ADVISOR (READ) 16 HOURS**

<u>PROGRAM OUTLINE</u>	<u>Total Hours</u>
Orientation.....	0.5
Introduction to Resource Advising.....	1.1
Resource Advisor Response Kit.....	0.4
DPR Wildfire Response .....	1.0
Response: Small and Large Events .....	1.0
Navigating Incident Management and the ICP .....	1.0
Minimum Impact Suppression Tactics Review.....	1.0
Documentation of Event.....	1.0
Map Interpretation .....	1.0
Suppression Action Restoration and Rehabilitation .....	2.0
Proper Radio Use.....	0.5
Radio Use Exercise.....	0.5
Cultural Site Recognition and Protection .....	0.5
Incident Management; Agency Representative.....	0.5
Field Exercises .....	2.0
After Action Review.....	1.0
Field Travel Total .....	1.0
	Total Hours 16.0

## **RESOURCE ADVISOR**

### **PROGRAM OBJECTIVES**

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 participants will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Adhere to all Training Center guidelines.

### **Introduction to Resource Advisor**

Purpose: To familiarize students with the ICS position of Resource Advisor.

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

1. Learn the Roles and Responsibility of the Resource Advisor.
2. Understand the differences between the REAC and READ positions.
3. Learn requirements for effective Resource Advising.

### **READ Response Kit**

Purpose: To provide students detailed information on the components of the READ Response Kit.

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

1. Recognize the necessary items for their Personal Kit.
2. Understand what is needed for the Unit Response Kit.

## **DPR Wildfire Response**

Purpose: To provide students a basic understanding of how DPR should respond to wildfire events.

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

1. Understand the dynamics of the Resource Advising and Agency Rep in wildfire response.
2. Review the Incident Command System.
3. Understand Natural Resource Protection.
4. Understand Cultural Resource Protection.

## **Wildfire Response; Small Events, Large Events**

Purpose: To provide students knowledge in the response required for small wildfire events and large wildfire incidents through scenario exercises.

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

1. Understand Resource Advisor roles in small wildfire events .
2. Learn Resource Advisor roles in large wildfire events.

## **Navigating Incident Management and the ICP**

Purpose: The students are introduced effective navigation of incident management and the ICP to accomplish results.

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

1. Understand Incident Management.
2. Learn negotiation skills to be an effective Resource Advisor within the ICP.
3. Understand the necessary leadership it takes to be an effective READ during incident management.

### **Minimum Impact Suppression Tactics Review**

Purpose: To review details of MIST (Minimum Impact Suppression Tactics).

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

1. Understand the basics of MIST.
2. Learn how to effectively employ MIST.
3. Recognize and negotiate the appropriate MIST tactic.

### **Documentation of Event**

Purpose: Provide students an understanding of the necessary forms and documentation necessary for a wildfire event.

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

1. Recognize the necessary documentation for time.
2. Understand the necessary documentation for Personnel.
3. Learn the necessary documentation for activities within event.

### **Map Interpretation**

Purpose: Introduce and review map interpretation.

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

1. Understand the difficulties encountered with map interpretation on a wildfire.
2. Review and learn basic map interpretation.

### **Suppression Damage Restoration and Rehabilitation**

Purpose: Introduce students to the restoration and rehabilitation of damaged resources from suppression actions.

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

1. Introduced to restoration and rehabilitation during a wildfire event.

2. Understand drafting, negotiating and implementing a rehab plan.
3. Understand response of shrub and chaparral communities to fire.

### **Proper Radio Use and Radio Scenarios**

Purpose: Students will learn how to properly use a radio on a wildfire event.

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

1. Learn the basics of radio functionality.
2. Understand radio use.
3. Learn the do's and don'ts while using a radio on a wildfire event.

### **Cultural Site Recognition and Protection**

Purpose: Students will gain an understanding of how to recognize and protect a cultural resource in the field during a wildfire event.

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

1. Understand cultural site recognition.
2. Learn cultural site protection.
3. Understand cultural site damage mitigation.

### **Incident Management; Agency Representative**

Purpose: To provide students a basic understanding of incident management from the eyes of an Agency Representative.

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

1. Learn the position of the Agency Representative.
2. Understand the challenges presented to an Agency Representative.
3. Recognize how an Agency Representative can effectively work with Resource Advisor(s).



## **Field Scenarios**

Purpose: To practice Resource Advising in a field setting using scenarios based on real events.

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

1. Understand the challenges of Resource Advising.
2. Learn how to be an effective Resource Adviser.
3. Understand how to collect data, evaluate data and negotiate actions.

## **After Action Review**

Purpose: To provide students an opportunity to discuss the scenarios and improve their understanding of being an effective READ.

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

1. Discuss what happened.
2. Discuss why it happened.
3. Discuss what we do to improve for next time.

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

