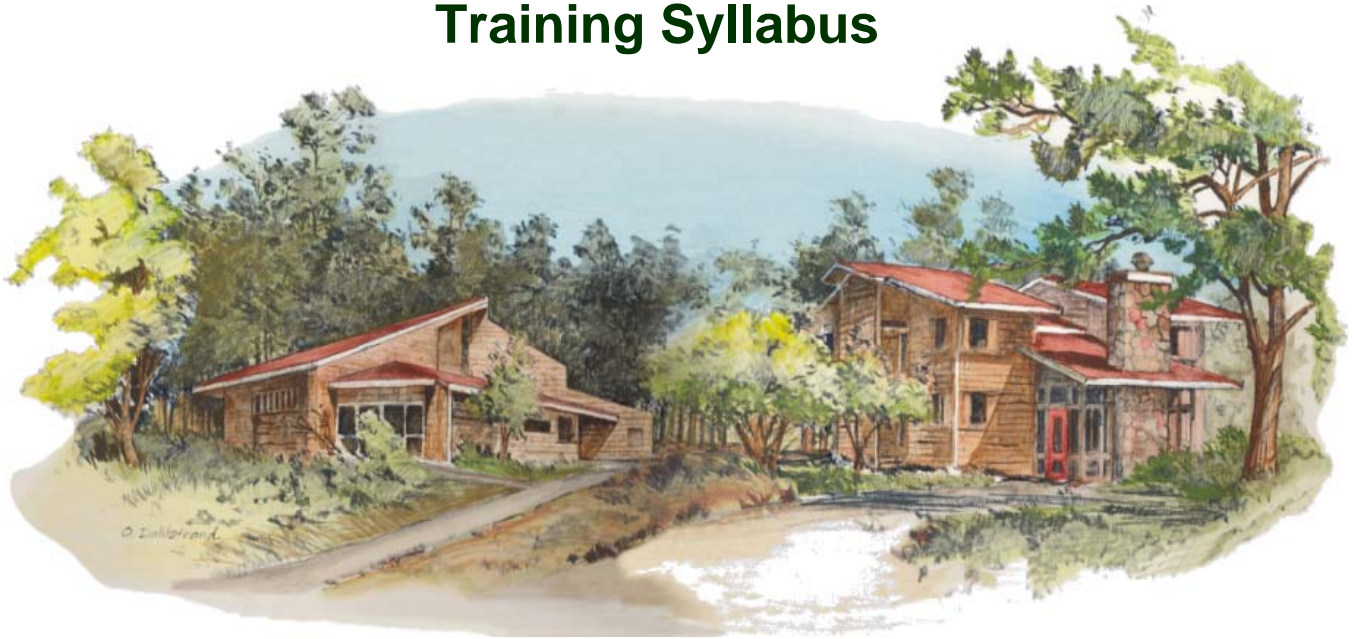


BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT

April 5-10, 2015

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 20, 2015

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Basic Trails Program: Maintenance and Management Group 10

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 Coordinator.
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 improve
organizational and individual performance and
productivity through consulting and collaboration,
training and human resources development.***

TRAINING SECTION STAFF

Theresa Bober Department Training Officer
Ann D. Slaughter MTC Manager
Connie Breakfield..... Field Training Program Manager
Jack Futoran EMS and LG Training Coordinator
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Sara M. Skinner Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra 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

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). 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 Chuck Combs 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. 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:** Chuck Combs 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.
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 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.
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. 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.
21. 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
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 be receiving or making 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/PRE-TRAINING ASSIGNMENT

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

- 1. Read and understand the Basic Trails Program Maintenance and Management Syllabus prior to your arrival at the Mott Training Center.

PRE-TRAINING ASSIGNMENTS:

- ✓ Review the Post-Training Assignment in this syllabus with your supervisor. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.

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

- 2. Remember to bring the following with you to training:
 - ✓ Program syllabus
 - ✓ P.P.E. - 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

NOTE: If you are unable to locate or bring these items contact Chuck Combs at the Mott Training Center A.S.A.P. before the class and we will attempt to find gear to loan you during the class.

- 3. **Do not contact** 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, Chuck Combs, by telephone at (831) 649-7124 or via e-mail at chuck.combs@parks.ca.gov.
- 4. For general information about Asilomar Conference Grounds you may visit it on the web at <http://www.visitasilomar.com/>

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 contract with this plant while hiking and working, and should take any other preventative measures as may be appropriate.

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.

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 10
A G E N D A – April 5-10, 2015

The first meeting and subsequent classroom sessions will take place in the Madrone Room of the Mott Training Center (MTC). Field sessions will take place in various Parks in the Monterey District. We will be vanpooling from the MTC to the field sites. Your punctuality is required to successfully complete this class.

If you are late you will be left behind!

Sunday

April 5

1500- REGISTRATION: Check in at Asilomar Administration Building All

Monday

April 6

0800-0900	Program Orientation/Expectations	Combs/Knapp
0900-1000	Trail Planning	Shannon
1000-1100	Trail Design Concepts	Allsop
1100-1200	Trail Layout Concepts	Turner
1200-1300	Lunch	
1300-1400	Trail Program Management	Knapp
1400-1430	Terms and Definitions	Sylvia
1430-1530	Trail Tools and Materials	Hiles
1530-1630	Trail Drainage and Tread Structures	Spann
1630-1730	Trail Maintenance Principles and Priorities	Shannon
1630-1730	Van Pool Back to Asilomar	All

Tuesday

April 7

0800-0900	Van Pool to Andrew Molera and Pfeiffer Lodge	All
0900-1200	Split Team – Accessible Trails, Accessible Trail Lecture, Abney/Clinometer Training, Layout Exercise	Spann
0900-1200	Split Team – Layout Exercise Van Pool to Layout Site Abney/Clinometer Training, Layout Exercise	Allsop
1200-1300	Box Lunch and Switch Layout Site Groups	All
1300-1630	Split Team – Accessible Trails, Accessible Trail Lecture, Abney/Clinometer Training, Layout Exercise	Spann
1300-1630	Split Team – Layout Exercise Van Pool to Layout Site Abney/Clinometer Training, Layout Exercise	Allsop
1630-1730	Van Pool Back to Asilomar	All

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 10
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If you are late you will be left behind!

Wednesday

April 8

0800-0845	Trail Construction/Reconstruction Techniques	Allsop
0845-0915	Van Pool to Field Exerise Sites	All
0915-0945	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	All
	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	Box Lunch	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1630-1730	Van Pool Back to Asilomar	All

Thursday

April 9

0800-0845	Trail Rehabilitation/Obliteration	Pereira
0845-0915	Van Pool to Field Exerise Sites	All
0915-0945	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	All
0945-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	Box Lunch	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1630-1730	Van Pool Back to Asilomar	All

Friday

April 10

0800-0930	Introduction to Trail Program Administration	Knapp
0930-1030	Aggressive Trail Users Management Strategies	Allsop
1030-1115	State Park Trails Policy and Changes-In-Use	Spann
1115-1130	Class Review	Turner
1130-1200	Program Evaluation	Combs
1200-	Lunch and Departure	All

**PROGRAM: BASIC TRAILS PROGRAM: MAINTENANCE AND
MANAGEMENT TRAINING**

38 HOURS

PROGRAM OUTLINE

Total
Hours

PROGRAM ORIENTATION, INTRODUCTION and LOGISTICS.....3.0

TRAIL ADMINISTRATION5.5

Trail Planning

Trail Maintenance Criteria

Terms and Definitions

Introduction to Trail Logs.....

Safety - Task Hazard Analysis

Resource Hazard Analysis

INTRODUCTION TO TRAIL LAYOUT DESIGN..... 11.0

Identify User Types, Season-Multi-Uses

Identify Construction Design Criteria

Control Points-Destinations

Literature Review

Trail Corridor Identification

Major Control Points.....

Visual Assessment

Reconnaissance.....

Trail Lay Out Concepts.....

Lab on Trail Layout/Design

BASIC TOOLS AND MATERIALS.....2.5

Basic Tools.....

Basic Materials

Lab on Trail Layout/Design/Construction/Reconstruction.....

CLEARING AND BRUSHING.....2.5

Definition

Maintenance.....

Lab on Trail Layout/Design/Construction/Reconstruction.....

TREAD AND DRAINAGE MAINTENANCE5.0

Tread.....

Drainage.....

Lab on Trail Layout/Design/Construction/Reconstruction.....

**PROGRAM: BASIC TRAILS PROGRAM: MAINTENANCE AND
MANAGEMENT TRAINING**

38 HOURS

PROGRAM OUTLINE (CONTINUED)

Total
Hours

TRAIL REHABILITATION/OBLITERATION3.5

Soil Aeration

Re-Contouring

Re-Vegetation

Barriers/Signs.....

Lab on Trail Layout/Design/Construction/Reconstruction.....

TRAIL FLAGGING EXERCISE2.0

Instrument

Trail Flagging

INTRODUCTION TO AMERICANS WITH DISABILITY ACT (ADA)2.0

Philosophical Background to the ADA.....

How Does ADA Apply to Trails.....

Field Exercises on ADA Layout.....

PROGRAM EVALUATION1.0

BASIC TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT TRAINING

PURPOSE AND PERFORMANCE OBJECTIVES

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the program coordinator and facilitator. The group will share expectations for the training program. Travel arrangements for field days will be discussed.

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. Understand daily travel arrangements to and from lab sites on field days.

TRAIL ADMINISTRATION

Purpose: Participants will receive an introduction to classification of individual trails within a park's trail system, a working vocabulary and glossary of trail terms, the ability to complete a trail log, the ability to assess a trail maintenance activity in relation to safety and resource damaging issues.

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.
3. Complete a Safety Task Hazard Analysis and a Resource Hazard Analysis.

INTRODUCTION TO TRAIL LAYOUT AND DESIGN

Purpose: Participants will gain a working knowledge of new trail development including identification of control points and reconnaissance, the ability to use curvilinear alignment for topographic layout and drainage techniques.

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

1. Demonstrate the understanding of trail layout and design techniques needed to put in a new trail.
2. Recognize and identify major and minor control points related to new trail alignment.
3. Use topography and curvilinear alignment for appropriate drainage design and stream crossing.

BASIC TOOLS AND MATERIALS

Purpose: Provide the participants an introduction to basic tools and materials used for trail maintenance and construction.

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

1. Recognize basic tools used to implement trail work.
2. Identify native and non-native materials used in trail maintenance and construction.

CLEARING AND BRUSHING

Purpose: Participants will acquire the ability to recognize the difference between clearing and brushing, disposal techniques and cyclic clearing and brushing maintenance.

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

1. Demonstrate the knowledge and understanding of vegetation types including desirable, threatened and endangered species, large fallen trees, and vista management.
2. Recognize the difference between cyclic and trio brushing procedures.

TREAD AND DRAINAGE MAINTENANCE

Purpose: Develop the participant's knowledge of trail tread in relation to construction and maintenance, construction of drainage structures and drainage maintenance techniques.

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

1. Identify types of trail tread construction techniques i.e., full vs. partial bench, deficiencies of trail and special trail tread construction such as turnpike and switchbacks.
2. List in descending order of drainage methods related to water flow and trail tread design.
3. Demonstrate the ability to perform drainage maintenance activities to existing drainage structures on the trail tread.

TRAIL REHABILITATION/OBLITERATION

Purpose: Provide the participants with the knowledge of techniques used in trail obliteration and land form restoration of abandoned trail routes.

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

1. Identify the principles of soil aeration, re-contouring, re-vegetation, and the use of barriers and signs.

TRAIL FLAGGING EXERCISE

Purpose: Participants will learn to use Abney hand levels and clinometer to layout a trail grade and apply trail flagging principles.

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

1. Shoot grades with an Abney hand level or clinometer.
2. Identify trail grade, cutback and fill slope with trail flagging.
3. Use topographic features to enhance trail layout and installation of drainage structures.

INTRODUCTION TO AMERICANS WITH DISABILITIES ACT (ADA)

Purpose: Participants will be introduced to the philosophy of Americans with Disabilities Act (ADA) in relationship to trail maintenance and construction. In addition, participants will understand the concept of varying levels of accessibility.

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

1. Understand the US Access Board guidelines for accessible trails.

2. Perform basic trail evaluation for modifications required to convert a non-accessible trail to accessible specifications.

TRAIL CONSTRUCTION/RECONSTRUCTION LABS

Purpose: Participants will share in the construction of a new trail and reconstruction of improper trail design.

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

1. Properly construct a new trail with appropriate drainage structures.
2. Demonstrate their understanding of full and partial bench trail construction, the appropriate back and fill slope construction, and proper brushing needed for trail construction.
3. Recognize and correct improper trail tread problems such as slough and berm, entrenched trail, slides, and uprooted trees and improper drainage.

