

State of California . The Resources Agency . Department of Parks and Recreation

Resource Management: Cultural

February 24-29, 2008

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: January 8, 2008

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Resource Management: Cultural Group 8

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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 and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

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



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Marconi Guidelines.....	5
Program Attendance Checklist.....	8
Pre-Training Assignment.....	9
Post-Training Assignment	10
Agenda.....	11
Program Outline	13
Program Objectives.....	14

***Mission Statement
Training Office***

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

MOTT TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Eric Marks Program Assistant

THE MISSION

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



FORMAL TRAINING GUIDELINES

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

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** 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: 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. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. 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 Marconi Conference Center Administration Building.

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

5. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 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 Marconi Conference Center no later than one week before your scheduled arrival.
6. CLOTHING: Field uniforms will be worn daily by all uniformed employees during formal training sessions **unless specified in the Program Attendance Checklist**. Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual 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.

7. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

8. TRAINING OFFICE STAFF: Sara Skinner is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.
9. 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.
10. TRAINING MATERIALS: May be made available to you at both your unit and at the Marconi Conference 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.
11. 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.

Please remember that cell reception is poor at Marconi. There is a payphone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also wi-fi access, which requires a pre-established account for a fee for use which cannot be charged to your room.

12. 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.
13. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
14. MPC STUDENT ID: If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

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

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at

the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

15. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and

campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



Marconi Conference Center's guestrooms overlook Tomaes Bay

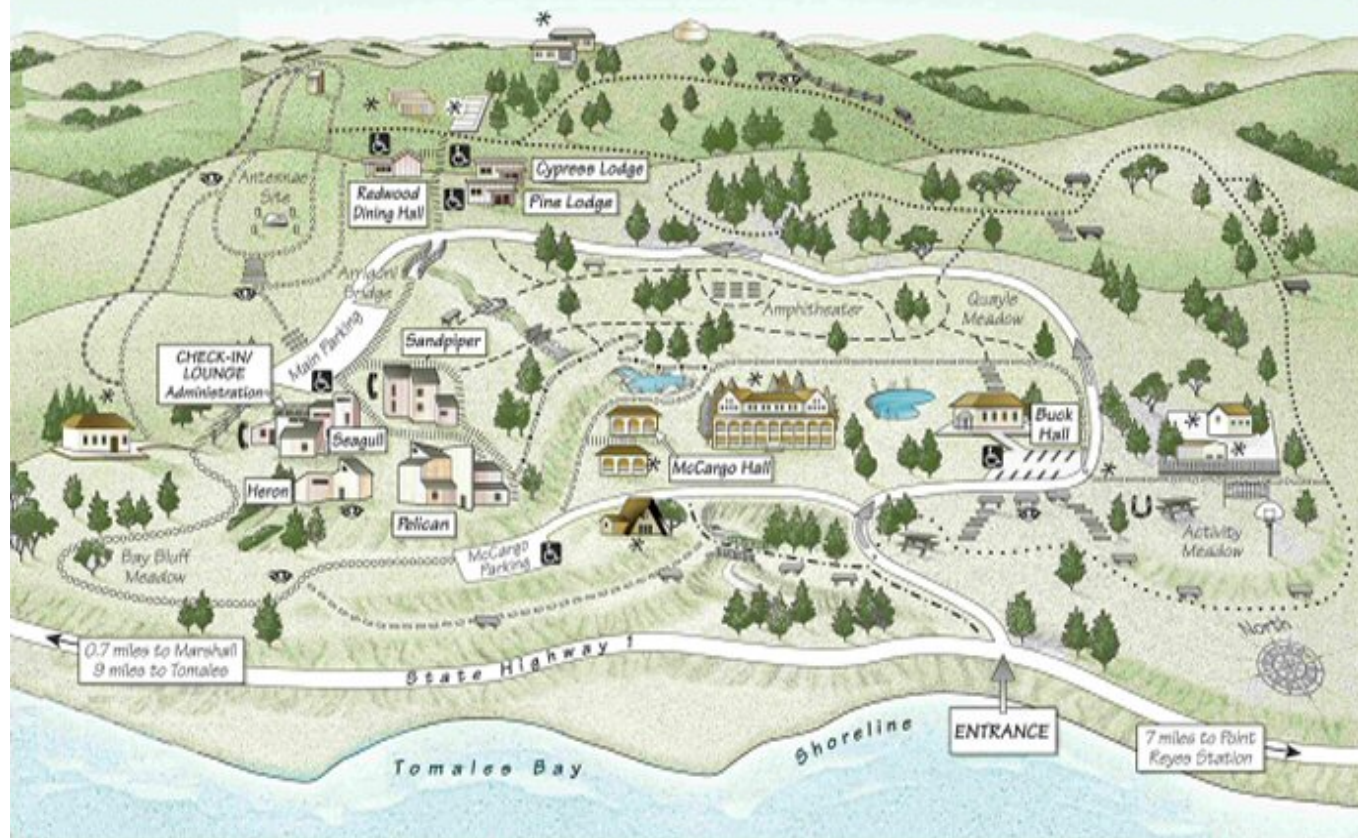
◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at

Marconi Conference Center



◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
(415) 663-9020



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

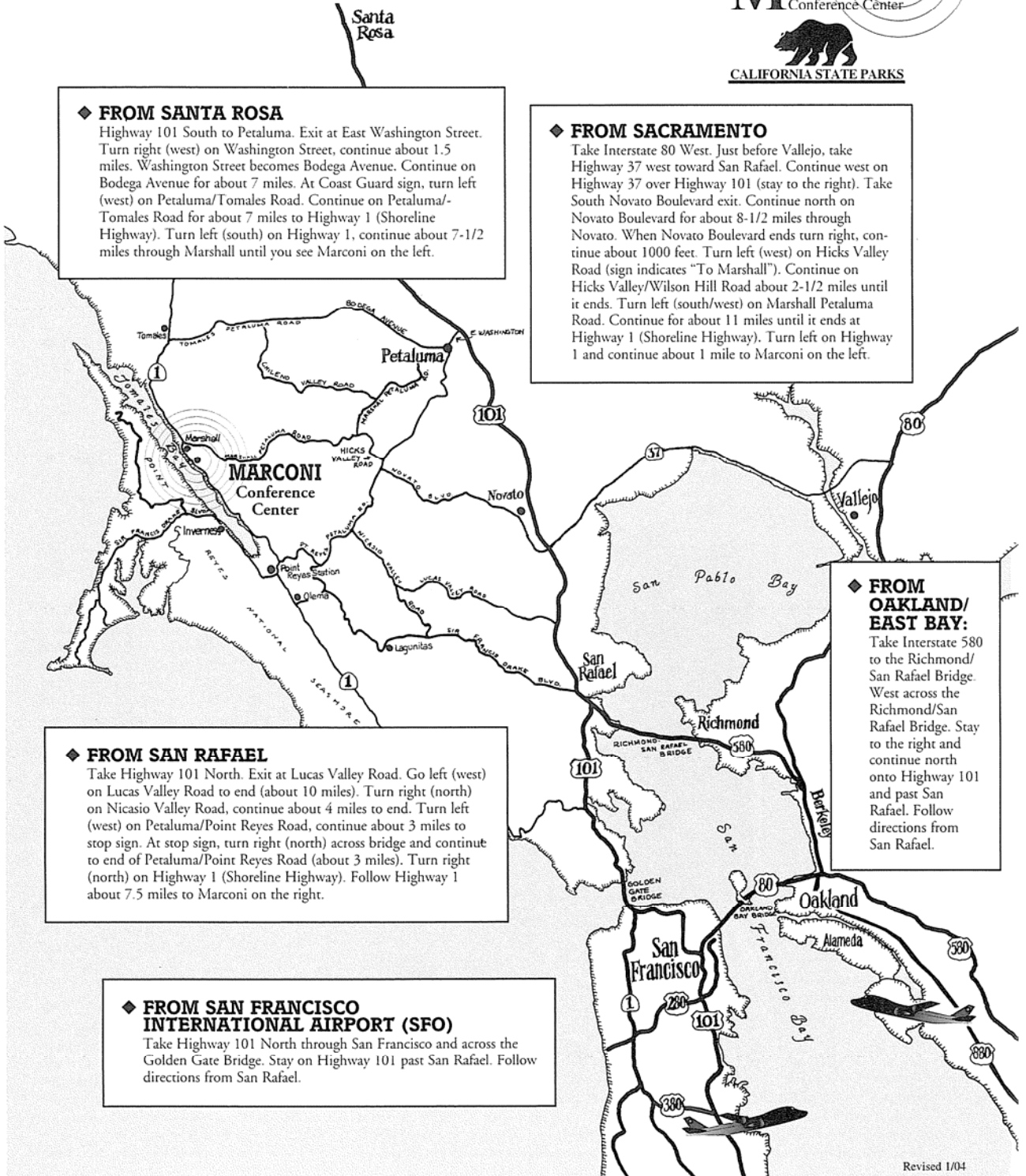
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in preparation for formal training at the Marconi Conference Center, the following list is provided.

- Complete the Pre-Training Assignment on page 9 of this syllabus.
- Arrange your travel through your District/Unit Office.

Remember to bring the following with you to training:

1. Alarm clock
2. Pens and pencils
3. Day pack (optional)
4. Camera (optional)
5. Water bottle

Uniforms are not required – please wear suitable office attire.

If you have any questions or need assistance, contact the Program Coordinator Sara Skinner at (831) 649-2961 or sskinner@parks.ca.gov.

PRE-TRAINING ASSIGNMENT

In the last five years State Parks has experienced a series of disasters and events that have impacted historic resources (as well as other aspects of our parks). Cultural Specialists are increasingly being asked to respond to, for example, wildfires to direct protection efforts or to evaluate post-fire the damages and threats to archaeological sites or historic structures.

AHM Division has been advised by a number of professionals in disaster response that, at a minimum, we need to be educated on the Incident Command System (ICS) and how State Parks personnel would interact through that organizational body in the event of an emergency or non-emergency situation.

At last year's Cultural Specialist training we presented a module on disaster preparedness, part of which was to encourage everyone to take the on-line ICS-100 class. If you did that, you have completed half of the pre-training assignment already!

The pre-training assignment this year is to complete two on-line courses available by following the instructions below. You will have to register, and you can complete this assignment in stages as the website keeps track of your progress as you complete each module.

→You must complete both IS-100 and IS-200 on this web site (I have discovered that these courses are listed as I-100 and I-200). When you complete each class you can print out a certificate. **YOU MUST BRING YOUR CERTIFICATES TO TRAINING** as proof that you have completed this assignment.

Please follow the steps below to access the proper courses:

Go to <http://training.fema.gov>

Click on EMI Courses available on training.fema.gov

Click on IS Course List Page

Click on Introduction to Incident Command System I-100

Since I am currently registered, I am unsure if this is the point where you register or after you click on the class. Be sure to save to your favorites for easy access as you work your way through the courses.

If you have difficulties, please contact me: 916-653-9091 or klind@parks.ca.gov

POST-TRAINING ASSIGNMENT

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

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

RESOURCE MANAGEMENT CULTURAL GROUP 8 – AGENDA
February 24-29, 2008

Sunday

February 24

1500-	Registration: <i>Check-in at the Marconi Conference Center</i>	All
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Monday

February 25

0800-0900	Introductions, Orientation, Course Overview	Skinner/Lindahl
0900-1000	Discussion: Chief of Archaeology, History, and Museums Division	Lamb
1000-1100	Getting to Know You Projects/Problems/Solutions - PART 1	Lindahl/Groups
	Break Out Groups	Lindahl/Groups
1100-1200	Getting to Know You Sharing the Best - PART 2 Break Out Groups	
1200-1300	Lunch	
1300-1700	Disaster Preparedness at DPR	Price

Tuesday

February 26

0800-0900	Developing a Planning Mind-set	Keck
0900-1000	Planning – A Cultural Perspective	Green
1000-1200	Planning – Brain Storm Cultural Preserves Use and Protection	Scott Green
1200-1300	Lunch	
1300-1400	The Departmental Notice and What it Means	Lindahl
1400-1500	Consultation Discussion	Lindahl
1500-1600	Legal Department: CEQA Issues, Easement Holders, Outside Entities	Tobias
1600-1700	Legal Department Contracts, Public Records Law, California and National Register Laws	Lynch
1930-2130	Optional Evening Program – Legal and Office of Historic Preservation	Tobias/Lynch

Wednesday

February 27

0800-0900	Damage Assessment Archaeological Sites	Nickens
0900-1000	Damage Assessment Historic Buildings	Florence
1000-1200	Damage Exercise and Report	Lindahl/All
1200-1300	Lunch	

RESOURCE MANAGEMENT CULTURAL GROUP 8 – AGENDA
February 24-29, 2008

Wednesday
February 27

1300-1400	Fire Retardants	Harrison
1400-1500	Fire Retardant Demonstration	Harrison
1500-1700	System-wide Disaster Response	Rogers/Ortiz

Thursday
February 28

0800-1000	GIS/GPS	Veisze
1000-1100	Office of Historic Preservation – Hazardous Materials Follow-up	Stratton/Byrd
1100-1200	Office of Historic Preservation – Broader Issues	TBA
1200-1300	Lunch	
1300-1700	Cultural CAMP Applications for Cultural Resources How to Input CAMP Data What CAMP Will Mean for Us	Ortiz/Schulz/Felton/ Franklin/Wooley
1930-2130	Optional Activity – Planning for the future - Handbook, Collections Issues	Stratton/Byrd/Lindahl

Friday
February 29

0800-1000	DOM Revision	Ruffolo/Corey/ Schulz/Felton
1000-1100	New Collections Facility	McGuire
1100-1200	Evaluation and Wrap-up	Lindahl/Skinner

RESOURCE MANAGEMENT – CULTURAL

Purpose: This course provides on-going training to archaeologists and historians throughout the Department. Consistent with the Department's ongoing efforts to establish cultural resource management programs in the Districts, this training seeks to improve the effectiveness, consistency, and quality of the management of cultural resources throughout the state park system. The week-long program provides a forum for collaboration, networking, inspiration, and planning.

Performance Objectives: By the end of this week the attendees will:

1. Identify the projects and challenges that their peers have developed and met during the last year. This will provide connectivity for the group.
2. Describe the disaster preparedness structures that currently exist within the Department, and understand their role within that system of response.
3. Define their role as efficient members of an Incident Command System should the need arise for any event affecting State Parks, or as a part of a State Parks team called to assist other agencies.
4. List the ways that the Planning Division has incorporated cultural resource investigations and consideration into the General Plan process and attendees will have participated in a brainstorming session to help the Planning Division devise parameters for the identification, protection, and preservation of Cultural Preserves.
5. Describe proper response and handling of hazardous materials issues with our park units when associated with historic resources.
6. Discuss with our Legal Section such issues as CIA compliance, effective contract development, Public Records Law, California and National Register issues from a legal viewpoint, and confidentiality and how it is or can be applied to historic resources.
7. Evaluate an archaeological site and a historic structure for damage from some event(s), developing the skills to complete forms, estimate damage, and evaluate the next steps for mitigating effects from many sources.
8. Identify state-of-the-art fire retardants and how they can be used on historic buildings – with additional discussion of how these chemicals could affect historic fabric.
9. Share ideas with the new head of GIS/GPS technology and how they may interact with Park Operations to get this system operational for cultural needs.
10. Describe the CAMP Program and how cultural resources will be added to this program and what it will mean for cultural programs within the districts.

11. Discuss the cultural DOM chapter elements, the development of a new collections facility, and planning for next year's training (includes both specialized classes and this standard session).