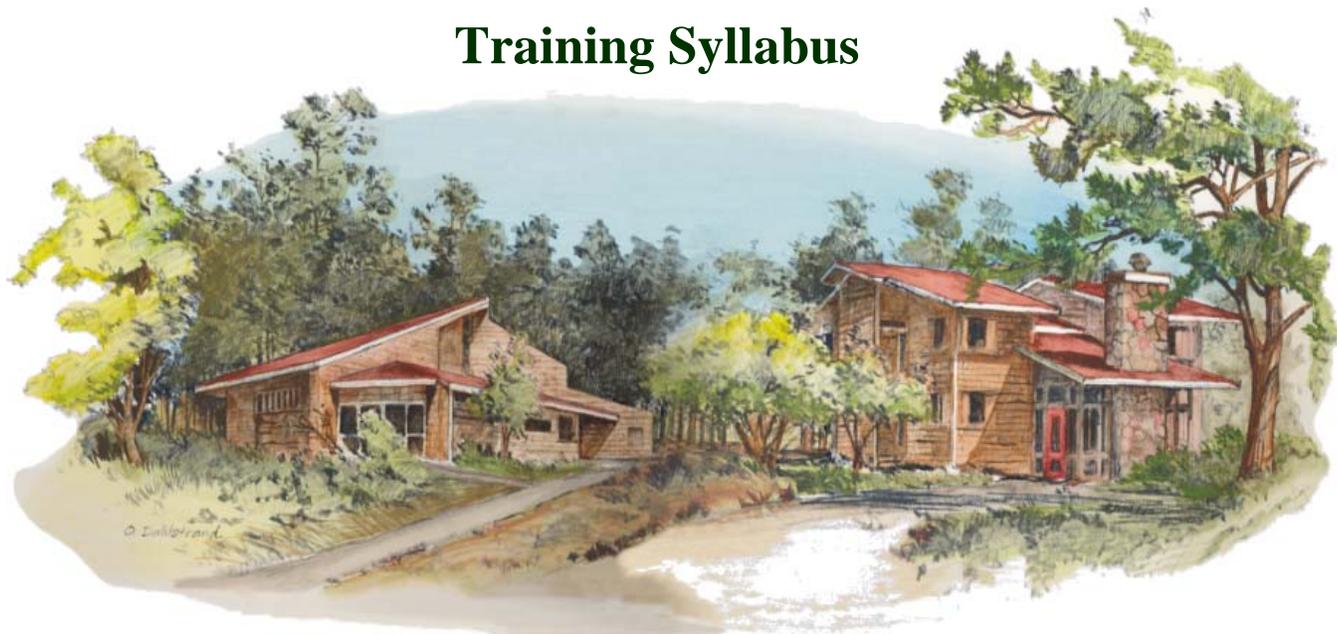


BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE

May 4-9, 2008

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 3, 2008
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Basic Trails Program: Management and Maintenance Group 7

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.



Tina L. Williams
Department Training Officer (Interim)

Attachment

cc: Participant

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Mission Statement Training Office

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

TRAINING CENTER STAFF

Tina Williams Department Training Officer (Interim)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs Training Specialist
Sara Skinner Training Specialist
Dave Galanti Training Specialist
Summer Kincaid Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield Cadet Training Officer
Matt Cardinet Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Edith Alhambra 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

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. (Pre-training assignments are listed in the "Program Attendance Checklist" section.)
3. **TRAVEL:** Arrange your travel to and from Mount Shasta City 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 are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. There will be a vanpool to take you from the Best Western Tree House Motor Inn to the field training site.

4. **HOUSING:** For DPR participants and instructors, you are being lodged at the Best Western Tree House Motor Inn on a double occupancy basis. All arrangements for housing will be made through Chuck Combs at the Mott Training Center. Overnight guests are not allowed; we are unable to accommodate participant guests at this training.

If you are not a State of California Department of Parks and Recreation participant, you are responsible for your meals and making your own housing arrangements.

As a courtesy we have arranged for outside agency participants to book rooms and meals at the same rate. Those rates are \$84 single and \$99 double. Meals are available for \$34 per day, which includes a hot breakfast buffet, lunch buffet, with box lunch for field days and day of departure, and dinner buffet. Prices do not include tax.

Call 530-926-3101 and tell the reservation operator that you are with the State Park Trails Training program, May 4-9, 2008. Contact Chuck Combs at 831-649-7124, chuck@parks.ca.gov if you wish to arrange for a roommate to reduce your cost.

5. **MEALS:** If you are a State Park participant, 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 noon for lunch, and 6 p.m. for dinner. Box lunches will be provided Wednesday, Thursday and Friday. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival. If you are an outside agency participant, you will need to supply your own meals including lunches, or make arrangements with the Best Western Tree House Motor Inn. There will not be anything available for lunch at the field training site. Plan ahead for your lunch at training.
7. **CLOTHING:** Uniforms are not required for this program. Special clothing requirements for your program are described in "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
8. **REGISTRATION:** When you arrive at the Best Western Tree House Motor Inn, go directly to the registration desk for check-in and your room assignment. Rooms at the Best Western Tree House Motor Inn are equipped with telephones that you will have to secure with a personal charge card for payment.
9. **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.

10. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
11. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you. If you are new to the program a handbook will be given to you at orientation.
12. COLLEGE CREDIT: This program is 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.
13. 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.

14. TRAINING LOCATION: Training will be conducted in the Shasta Room of The Best Western Tree House Motor Inn, Mt. Shasta City, CA, and at Castle Crags State Park. Please refer to the location maps in this syllabus.
15. SAFETY/COMFORT REMINDER: The training will be taking place in the Cascade Range in extreme Northern California. This area is subject to cold, wet weather. We will be training at the end 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.
16. 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. Also note – due to the remote, rural location most cell phones only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls.

PROGRAM ATTENDANCE CHECKLIST

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

- 1. Read and understand the Basic Trails Program Maintenance Management Syllabus prior to your arrival at the Best Western Tree House Motor Inn.

PRE-TRAINING ASSIGNMENTS:

- ✓ **TRAILS CLASSIFICATION MATRIX**
The pre-training assignment consists of establishing a classification value for an existing trail in Castle Crags State Park. Refer to the attached Castle Crags State Park map and locate the River Trail. Complete the Trail Classification Matrix Sheet, also attached, by following the instructions. Your completed Trail Classification Matrix will be collected during the program at orientation. If you have questions or need help, contact the Program Coordinator, Chuck Combs, at 831-649-7124 or chuck@parks.ca.gov.
- ✓ 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 at least two weeks before the class and we will attempt to find gear to loan you during the class.

- 3. If you are a State Park participant - do not contact the Best Western Tree House Motor Inn 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@parks.ca.gov.

If you are not a State of California Department of Parks and Recreation participant, you are responsible for your meals and making your own housing arrangements. See Section #4 of the Training Guidelines.

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.

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.

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE GROUP 7
A G E N D A - May 4-9, 2008

Sunday

May 4

1500-	<i>Participants register for your accommodations at the Best Western Tree House Motor Inn</i>	All
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Monday

May 5

0800-0830	Program Orientation/MPC Registration	Combs
0830-1000	Trail Design Concepts	Knapp
1000-1130	Trail Layout Concepts	Beers
1130-1200	Team Assignments, Abney/Clinometer Training	All
1200-1300	<i>Lunch</i>	
1300-1330	Van Pool to Castle Craggs State Park	All
1330-1700	Trail Flagging Exercise	All

Tuesday

May 6

0800-0930	Trail Planning	Shannon
0930-1045	Trail Management Program Overview	Beers
1045-1130	Trail Classifications, Review Pre-Training Assignment	Knapp
1130-1200	Terms and Definitions	Fisher
1200-1300	<i>Lunch</i>	
1300-1330	Basic Tools and Materials	Fisher
1330-1415	Clearing and Brushing Construction	Allsop
1415-1445	Trail Construction Techniques	Allsop
1445-1600	Drainage Structures	Fisher
1600-1700	Trail Rehabilitation/Obliteration	Beers

Wednesday

May 7

0800-0830	Van Pool to Castle Craggs State Park	All
0830-0930	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	Coger/Spann
0930-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	<i>Box Lunch</i>	All
1230-1630	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE GROUP 7
A G E N D A - May 4-9, 2008

Thursday

May 8

0800-0830	Van Pool to Castle Crags State Park	All
0830-0930	Stretching and Conditioning, Task Hazard Analysis, Resource Hazard Analysis	Coger/Spann
0930-1200	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All
1200-1230	<i>Box Lunch</i>	All
1230-1700	Rotating Labs on Trail Construction and Trail Reconstruction with Two Work Groups	All

Friday

May 9

0800-0915	Introduction to Trails Inventories	Knapp
0915-1115	ADA and Outdoor Recreational Trails	Spann
1115-1130	Class Review	Shannon/Fisher
1130-1200	Program Evaluation	Combs
1200-	<i>Lunch and Departure</i>	All

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

36 HOURS

<u>PROGRAM OUTLINE</u>	<u>Total Hours</u>
<u>PROGRAM ORIENTATION AND INTRODUCTION</u>	1.0
<u>TRAIL ADMINISTRATION</u>	5.5
Program Overview from Trail Management Slide Program	
Trail Maintenance Criteria	
Terms and Definitions	
Introduction to Trail Logs.....	
Safety - Task Hazard Analysis	
Resource Hazard Analysis	
<u>INTRODUCTION TO TRAIL LAYOUT DESIGN</u>	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	
Participant Show and Tell Presentations.....	
<u>BASIC TOOLS AND MATERIALS</u>	2.5
Basic Tools.....	
Basic Materials	
Lab on Trail Layout/Design	
<u>CLEARING AND BRUSHING</u>	2.5
Definition	
Maintenance.....	
Lab on Trail Layout/Design	
<u>TREAD AND DRAINAGE MAINTENANCE</u>	4.5
Tread.....	
Drainage.....	
Lab on Trail Layout/Design	

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

36 HOURS

PROGRAM OUTLINE (CONTINUED)

Total
Hours

<u>TRAIL REHABILITATION/OBLITERATION</u>	3.5
Soil Aeration	
Re-Contouring	
Re-Vegetation	
Barriers/Signs.....	
Lab on Trail Layout/Design	
<u>TRAIL FLAGGING EXERCISE</u>	2.0
Instrument	
Trail Flagging	
<u>INTRODUCTION TO ADA</u>	1.0
Philosophical Background to the ADA.....	
How Does ADA Apply to Trails.....	
ADA Survey vs. Trail Log	
Levels of Accessibility	
<u>INTRODUCTION TO GPS/GIS</u>	0.5
What is GPS/GIS.....	
How Does it Apply to Trails	
<u>CLASS REVIEW AND TEST</u>	1.0
<u>PROGRAM EVALUATION</u>	1.0

BASIC TRAILS PROGRAM: MANAGEMENT AND MAINTENANCE TRAINING

PROGRAM ORIENTATION

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 and registration for Monterey Peninsula College completed.

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. Complete Monterey Peninsula College registration materials.

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 ADA

Purpose: Participants will be introduced to the philosophy of Americans with Disabilities Act 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. Recognize the difference between a trail log and an ADA survey.

2. Distinguish between barrier free and four levels of accessibility as defined by ADA legislation.

INTRODUCTION TO GPS/GIS

Purpose: Introduce participants to Global Positioning Systems and Geographic Information Systems and how this technology relates to managing a trail program.

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

1. Recognize what and how GPS works, including the interfacing of GIS data sources to be used in trail planning.

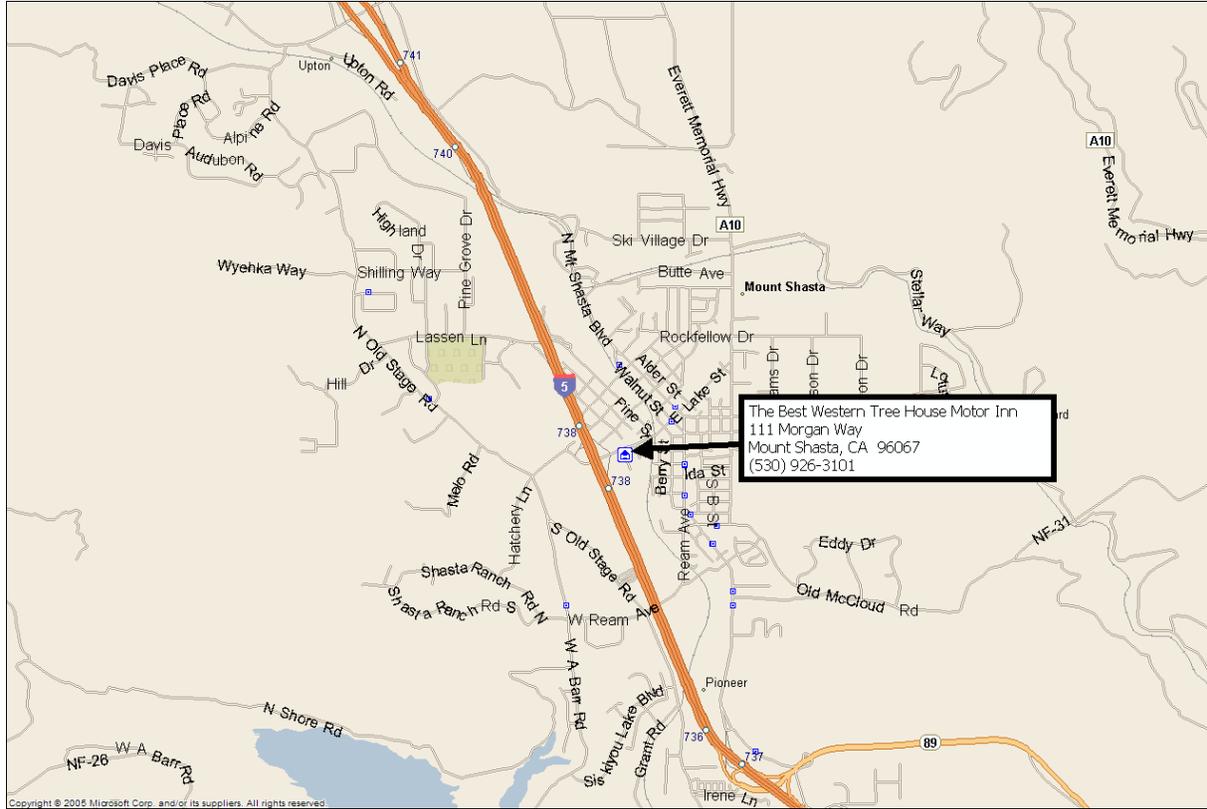
TRAIL CONSTRUCTION/RECONSTRUCTION LABS

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

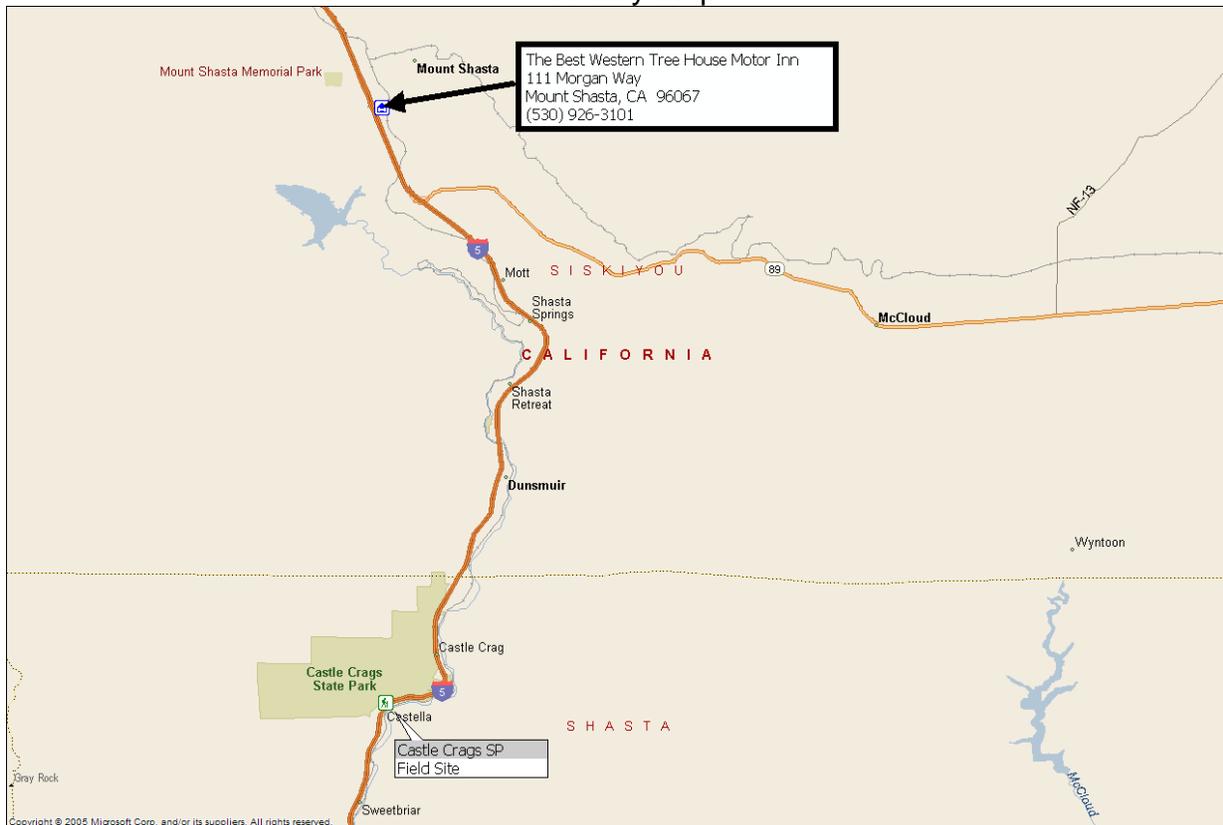
Performance Objectives: By the close of the session the participant will

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.

Best Western Tree House Motor Inn
111 Morgan Way, Mount Shasta, CA 96007
530-926-3101



Vicinity Map



Area Map

