

Resource Advisor (READ)

March 19, 20 & 21, 2018

Training Syllabus



The Flamingo Conference Center, Santa Rosa



Memorandum

Date: January 31, 2018

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

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***Mission Statement
Training Section***

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

TRAINING SECTION STAFF

Debbie L. Fredricks.....Training Section Chief

Ann D. Slaughter Mott Training Center Manager

Jack Futoran EMS and LFG Training Coordinator

Jeff Beach..... Training Consultant

JD Dinnauer..... 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

Nate Steffen..... 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 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: The training will be held at The Flamingo Conference Resort, 2777 4th St. Santa Rosa, CA. A block of rooms has been negotiated at the state rate of \$90.00 under the name Ca State Parks – March Training. For reservations please call Nisha Patel, Group Reservations at 707-545-8530 ext. 612, groupres@flamingoresort.com Rooms should be reserved by 2/18.

Note: You are strongly encouraged to double up in rooms. You may either submit a TEC for reimbursement or seek an advance to cover cost. 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 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: Every attendee is strongly encouraged to stay on-site of the training location. If you plan to make other accommodations please let your training consultant know.
7. MEALS: Meals will be not be provided.
8. CLOTHING: Business casual for in-class training. This does not include sandals. Shorts are prohibited. For field site visits. Please bring rain gear and a pair of boots. We may experience inclement weather and wet conditions. For the field scenario exercises you will need full PPE. This includes Nomex shirt and trousers,

wildfire rated hardhat, goggles, gloves, line pack (web gear) with new generation fire shelter, and leather boots with ankle support minimum 8" above the ankle.

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 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.
11. **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. Bring your own pens and pencils.
12. **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.
13. **VEHICLES:** Attendees are strongly encourage to bring large multi-passenger vehicles to limit the number of vehicles traveling for site visits. Please let your Training Consultant know if you can bring a passenger van or large SUV.
14. **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.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at The Flamingo Conference Center the following list is provided:

- _____1. Read and understand the Resource Advisory (READ) program syllabus prior to your arrival.
- _____2. Arrange your travel through your District Office/Section.
- _____3. Remember to bring the following with you to training:
 - Program syllabus.
 - Proper PPE, outdoor clothing and Rain Gear, see Formal Training Guidelines #8.
 - Coffee cup, reusable water bottle, alarm clock, pens, pencils, paper.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

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

RESOURCE ADVISOR (READ) – AGENDA
March 19-21, 2018

Sunday
March 18
1500

REGISTRATION: *Check in at the Flamingo Conference Center*

Monday
March 19

0800-0830	Introduction/Expectations	Suero
0830-0900	Introduction to Resource Advising	Suero
0900-0930	Introduction to North Bay Fires	Suero/TBA
0930-1100	DPR Wildfire Response	Andreano
1100-1200	Navigating the ICP and the IAP	Halbert
1200-1300	<i>Lunch</i>	
1300-1400	Map Interpretation	Hyland
1400-1500	North Bay Fires Continued	TBA
1500-1600	Cultural Resource Recognition/Protection	Barton
1600-1700	Mist Review	Reilly
1700	Adjourn	

Tuesday
March 20

0800-0930	Proper Radio Use/ Radio Scenario	Sipes/Hyland
0930-1030	North Bay Fires Continued	TBA
1030-1200	Suppression Repair	Halbert/Andr.
1200-1300	<i>Lunch</i>	
1300-1400	North Bay Fires Wrap-up	TBA
1400-1430	Gather/Leave for Trione-Annadel SP	
1430-1530	Cultural site recognition/protection/repair	Barton
1530-1700	Resource Advising and Suppression Repair	TBA
1700	Adjourn	

Wednesday
March 21

0800-0830	Gather in lot and leave for Annadel	All
0830-0900	Heavy Equipment Types, Sup. Repair, Safety	Reilly
0900-1100	Heavy Equipment Demonstration	Reilly
1100-1130	Gather leave for Sugarloaf	
1130-1230	<i>Lunch</i>	
1230-1330	Suppression Repair Site Visits	Halbert/Others
1330-1530	Scenario Exercises	Cadre
1530-1700	After Action Review/Expectations	All

TRAINING PROGRAM: RESOURCE ADVISOR (READ) 24 HOURS

<u>PROGRAM OUTLINE</u>	<u>Total Hours</u>
Orientation.....	0.5
Introduction to Resource Advising.....	0.5
North Bay Fires	3.5
DPR Wildfire Response	1.5
Suppression Repair Site Visits and Discussion.....	1.5
Navigating the ICP and IAP.....	1.0
Heavy Equipment Types, Safety, Suppression Repair	0.5
Heavy Equipment Suppression Repair Demonstration	2.0
Map Interpretation	1.0
Suppression Repair.....	1.5
Proper Radio Use/Radio Scenario Exercise	1.5
Cultural Site Recognition and Protection	2.0
MIST review.....	1.0
Resource Advising and Suppression Repair.....	1.0
Field Exercises	2.0
After Action Review/Expectations	1.5
Field Travel Total	1.5
	Total Hours 24.0

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.

North Bay Fires

Purpose: To provide students detailed information regarding the DPR response to the North Bay Fires from those that were there.

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

1. Realize the enormity of the event and how DPR responded.
2. Understand the lessons learned and how improvements can be made to wildfire response.

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.

Navigating the ICP and the IAP

Purpose: The students are introduced effective navigation of incident management and the Incident Command Post and the Incident Action Plan 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 utilizing the IAP.

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.

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 Repair

Purpose: Introduce students to the repair of damaged resources from suppression actions.

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

1. Introduced to suppression repair during a wildfire event.
2. Understand drafting, negotiating and implementing a repair plan.
3. Understand the role of the Resource Advisor in suppression repair.

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 and demonstrate proper 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 class and in the field.

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 repair.

Resource Advising and Suppression Repair

Purpose: To provide students a basic understanding of Resource Advising and Suppression Repair from Cal Fire and the North Bay Fire READS.

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

1. Learn from the READ experience in suppression repair.
2. Understand the challenges presented to a READ in suppression repair.
3. Recognize how a READ can effectively work with Cal Fire or fire agencies.

Heavy Equipment Discussion and Demonstration

Purpose: Provide students an understanding of the different types of equipment used in suppression repair and work safely around equipment. To demonstrate heavy equipment used in suppression repair

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

1. Recognize heavy equipment types for suppression repair.
2. Understand the necessary equipment that is right for the task.
3. Learn to be safe working around heavy equipment.

Suppression Repair Site Visits and Discussion

Purpose: To provide students knowledge in suppression repair by visiting sites of recent repair from the North Bay Fires.

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

1. Further understand READS role in suppression repair
2. Learn what works and what does not in suppression repair.

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.

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.