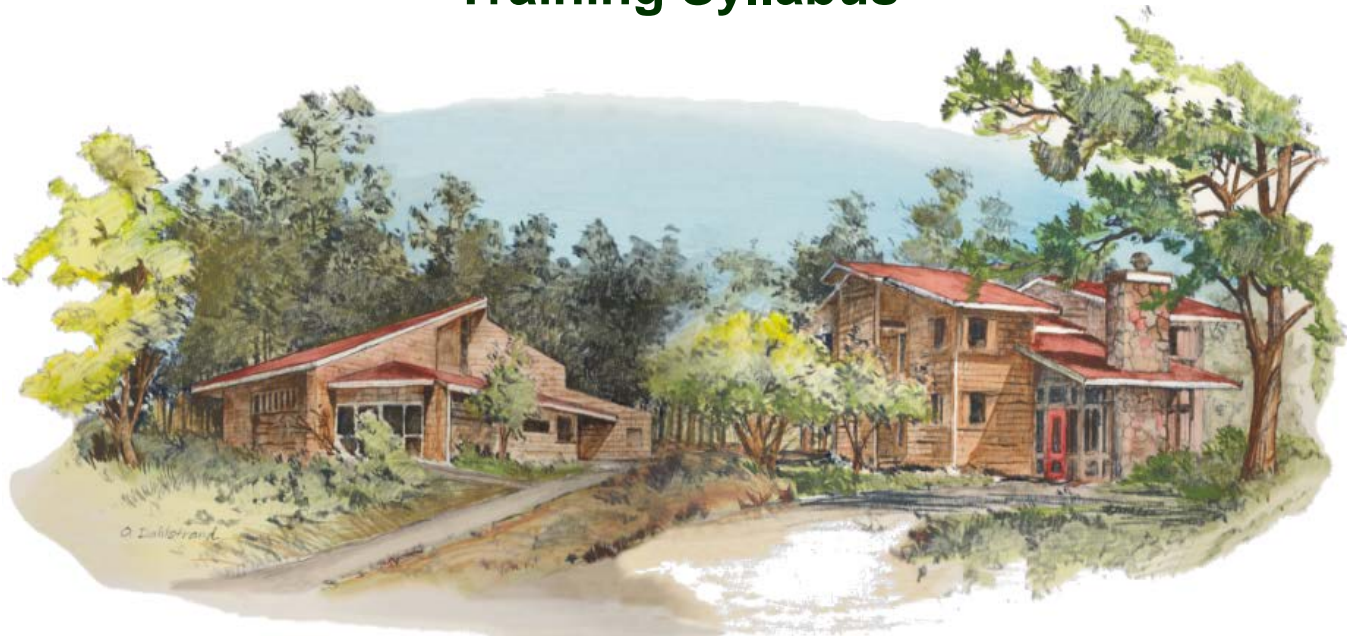


DISTRICT TRAILS COORDINATOR TRAINING

April 23-26, 2019

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 11, 2019

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training 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 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
Eric Marks..... Leadership and Staff Development Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Joel Dinnauer..... Training Consultant
Ennio Rocca Training Consultant
Dave Galanti Training Consultant
Karyn Lombard Training Consultant
Sara M. Skinner Training Consultant
Robert Waller Training Consultant
Vernon Reyes Instructional Designer
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
Samantha Guida..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Ricky Roldan..... 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

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 McClellan Training 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 Parks and Recreation website under the Learning/Training Section. You should print a copy of the syllabus to bring with you to class. 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 (other than reading) which involve either individual or group efforts or resources. **Training participants are required to research a road or trail deferred maintenance or capital improvement project for potential input into the Department's Park Infrastructure Database (PID) prior to the training.** Research information will be used to develop a project scope, description and cost estimate during the PID training session. Projects can

include reconstruction, re-engineering, rerouting or new road or trail projects located within the participant's district. **In addition, participants are required to present one five minute long road or trail project in-progress or completed at the participant's district within the last two years. There is no limit to the number of slides but the presentation should be no longer than 5 minutes.** Presentations should include photographs maps and graphics as necessary to communicate the project issues and solutions. **Participants are also ask to download the "Avenza" application from the "APP Store" if using an apple phone or "Google Play" if using and android phone, onto their work or personal phones prior to attending the training. This is not a requirement but if the participant does not have the application on their phone the will have to share a phone during field exercises.**

3. TRAVEL: Arrange your travel to and from the Viejas Resort 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. Contact them directly for the schedule.

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 at the Viejas Resort located at 5000 Willows Road Alpine, CA 91901 USA. Reservations have been previously made so there is no need to contact the hotel directly. For additional information or assistance with hotel arrangements please contact the program manager Callie Hurd by telephone at (916) 324-0423 or via e-mail at Callie.Hurd@parks.ca.gov. Please refer to the location map on the last page of this syllabus.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Callie Hurd by Friday, April 19th. Hotel lodging, registration and associated fees may be charged to the employee's District or Office if the training cancellation is received with less than 72 hour's notice.

5. REGISTRATION: When you arrive at the Viejas Resort check in with the hotel to receive your room assignment and then with the conference Registration Desk to receive your meal tickets and training materials. Note that hotel rooms may need to be secured with a personal credit card upon check in. The conference registration desk will be open Monday, April 22 from 1600-1800, and Tuesday, April 23 from 0730 to 1830.
6. MEALS: Complementary meals will be provided as follows: dinner on April 23 at 1830, box lunch on April 24 at 1200, lunch on April 25 at 1200, and box lunch (to go) on April 26. Dinner on April 24 and 25 and all breakfasts will be purchased by attendees and are eligible for reimbursement (District-funded) per State travel

regulations. If you require a special diet, contact Jason Spann at Jason.spann@parks.ca.gov

7. CLOTHING: Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we will be at a very popular conference facility with other professionals, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate even during off duty hours.

8. 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.
9. TRAINING CENTER STAFF: No Training Center staff is expected at this training. Course leaders will do all within their power to make your training experience pleasant and meaningful.
10. TRAINING MATERIALS: None
11. FAX: The Mott Training Center's FAX number is 831-649-2824.
12. TRAINING LOCATION: Training will be conducted **at Viejas Resort located at 5000 Willows Road Alpine, CA 91901 USA**. Please refer to the location maps on the last page of this syllabus.

PROGRAM ATTENDANCE CHECKLIST

To assist you in preparing for this training the following checklist is provided:

1. Be sure you have read and understand the District Trails Coordinators Training Syllabus prior to the first scheduled session.
2. Bring the following items with you to training:
 - Training syllabus.
 - Avenza Application downloaded on phone
 - Pens and pencils.
 - Coffee cup.
 - Day pack and water bottle.
 - Comfortable and sturdy hiking shoes or boots.
 - Poison oak prevention and treatment products and clothing. Field visit will involve hiking in locations containing poison oak
3. **DO NOT** contact the Viejas Resort to make any personal arrangements. All special arrangements must be made via the Trails Office. If you have questions or need help, contact the Callie Hurd at 916-324-0423 or Callie.Hurd@parks.ca.gov.
4. For general information about the Viejas Resort you may visit it on the web at : <https://viejas.com/>

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.

DISTRICT TRAILS COORDINATOR TRAINING GROUP 10 – AGENDA

April 23-26, 2019

The classroom sessions and group meals and lodging will occur at the Viejas Resort. Classroom sessions will be in the Oak Ballroom C.

Monday

April 22

1500-1800	Participants requiring long distance travel check-in	As required
1600-1800	Registration at Viejas Resort	As required

Tuesday

April 23

0730-1300	Registration at Viejas Resort	As required
1200-1300	Lunch (Participant provided)	All
1300-1330	Introductions and Training Overview (Oak Ballroom C)	Spann
	Update by DTCs on time dedicated to trails work	All
1330-1345	Update on Road and Trails Program Structure	Spann
1345-1400	Road and Trail Funding Opportunities	Spann/Turner Hurd
1400-1415	Making Trails a Priority for Park Management	All
1415-1430	Ebike Policy Updates	Spann
1430-1445	Break	All
1445-1500	Trails Handbook Update	Spann
1500-1600	Introduction to Avenza	Spann
1600-1700	Discussion with Karl Knapp	All
1730-1830	Reception (no host bar) (Oak Tower 1 st Floor)	All
1830-2100	Welcome and Key Note Speaker Dinner (Oak Ballroom A&B)	All

Wednesday

April 24

0730-0800	Load Vans and Transport to Cuyamaca SP	All
0800-1100	Cross Cut Saw Training at Cuyamaca SP	All
1100-1200	Avenza Field Demonstration and Exercise (Stonewall Peak)	All
1200-1300	Box Lunch – Provided in the field	All
1300-1400	Avenza Exercise Continued	All
1400-1630	Trail Impacts and Solutions (Marty Minshall and Harvey Moore Trails)	All
1630-1700	Travel to Viejas Resort	All

DISTRICT TRAILS COORDINATOR TRAINING GROUP 10 – AGENDA
April 23-26, 2019

The classroom sessions and group meals and lodging will occur at the Viejas Resort.

Thursday

April 25

0800-0830	California State Parks App (Oak Ballroom C)	Green Info
0830-0930	Attend Trails and Greenways Sessions	All
0930-0945	Break	All
0945-1200	DTC Presentations	All
1200-1230	Accessible Trails Transition Plan Update (ADA) ADA Maintenance Program/Youth Corps IA Updates	Segebart/ Nawrath/ Turner
1230-1400	Awards Lunch (Oak Ballroom A&B)	All
1400-1500	Attend Trails and Greenways Sessions	All
1500-1515	Break	All
1515-1615	DTC Open House	All
1615-1630	Break	All
1630-1800	General Session & Closing Reception (Oak Ballroom A & B)	All

Friday

April 26

0800-0900	Processing and Displaying Avenza Data (Oak Ballroom C)	Spann
0900-0930	Addressing Mountain Biking in State Parks	Spann
0930-1000	Trail Liability Discussion	Spann
1000-1015	Break	All
1015-1045	PEFs, CEQA, and Permitting for Trail Work	Spann
1045-1130	Call for District Road and Trail projects	Spann/Turner
1130	Depart Viejas Resort	All

DISTRICT TRAILS COORDNATOR TRAINING

INTRODUCTION AND TRAINING OVERVIEW

Purpose: Participants will meet one another and course leaders. The group will share expectations for the training program. In addition, program content will be reviewed.

UPDATE ON ROAD AND TRAILS PROGRAM STRUCTURE

Purpose: Discuss recent changes in road and trail support in Sacramento initiated by the Department's reorganization effort.

ROAD AND TRAIL FUNDING OPPORTUNITIES

Purpose: Participants will receive updated information on available funding opportunities for road and trail construction, maintenance, reconstruction, reroute, and assessment.

MAKING TRAILS A PRIORITY FOR PARK MANAGEMENT

Purpose: Participants will discuss strategies for informing and guiding trail related management and prioritization decisions at the park and district level.

EBIKE POLICY UPDATES

Purpose: Discuss current status of the departmental effort to develop policy on ebike use in California State Park units.

TRAIL HANDBOOK UPDATE

Purpose: Participants will be updated on the latest effort to update the Department's Trails Handbook.

INTRODUCTION TO AVENZA

Purpose: Participants will be introduce to the Avenza Application used to collect and attribute spatial data using GPS technology.

DISCUSSION WITH KARL KNAPP

Purpose: Participants will have the opportunity to receive departmental updates from Special Consultant to the Director Karl Knapp as well as participate in a question and answer session and open dialogue.

CROSS CUT SAW TRAINING

Purpose: Participants will be provided hands on training on the use and maintenance of crosscut saws for the purpose of tree removal along roads and trails where mechanized equipment (e.g. chainsaws) may not be allowed.

AVENZA FIELD DEMONSTRATION AND EXERCISE

Purpose: Participants will collect spatial line and point information along a trail at Cuyamaca State Park using the “Avenza” cell phone application.

TRAIL IMPACTS AND SOLUTIONS

Purpose: Participants will examine trail sustainability problems at Cuyamaca State Park and discuss reconstruction/reengineering design solutions.

CALIFORNIA STATE PARKS APP

Purpose: Participants will introduced to a new application that will provide user access to California State Park information.

DISTRICT TRAIL COORDINATOR PRESENTATIONS

Purpose: Participants will prepare and present one 5 minute long road or trail project that is either in-progress or has been completed at the participant’s district within the last two years.

ACCESSIBLE TRAILS PROGRAM UPDATE

Purpose: Accessible Trails staff will present an update addressing accessible trail maintenance, funding, and transition plan goals

DISTRICT TRAILS COORDIATOR (DTC) OPEN HOUSE

Purpose: DTCs will participate in a session of the Trails and Greenways event. DTCs will discuss issues and questions with attendees of the Trails and Greenways event

PROCESSING AND DISPLAYING AVENZA DATA

Purpose: Participants will learn how to download and display spatial information gathered with the “Avenza” application.

ADDRESSING MOUNTAIN BIKING IN STATE PARKS

Purpose: Participants will watch a short video discussing cooperative efforts between mountain bike organizations and land managers followed by a discussion of how California State Parks can better serve the desires of mountain bikers while preserving user experience and addressing trail sustainability.

TRAIL LIABILITY DISCUSSION

Purpose: Participants will be instructed on applicable legal guidelines regarding land manager's liability when dealing with trail conditions.

PEFS, CEQA, AND PERMITTING FOR TRAIL WORK

Purpose: Participants will be instructed on Departmental policies regarding the necessity for Project Evaluation Forms (PEFs) and CEQA documentation related to trail work.

CALL FOR DISTRICT ROAD AND TRAIL PROJECTS

Purpose: Participants will be required to bring at least one project for potential inclusion in the Department's Project Infrastructure Database (PID). Information will be used to further develop the project through district and Facilities Management Division coordination.

LOCATION MAPS

