

MEMBERS OF COUNCIL

HON. KIM REYNOLDS
GOVERNOR

HON. PAUL D. PATE
SECRETARY OF STATE

HON. ROB SAND
AUDITOR OF STATE

HON. ROBY SMITH
TREASURER OF STATE

HON. MIKE. NAIG
SECRETARY OF AGRICULTURE



Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368

April 7, 2025

Accounting Department
Office of the Treasurer
Lucas Building
321 E 12th Street
Des Moines, IA, 50319

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$7,909.70. On January 18, Vehicle #159 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Kristi Onstot

Kristi Onstot
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Matt Bender, Department of Management
Heather Hackbarth, Department of Management

AOS Claim # 3975
TOS Job # _____



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834

March 4, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #159 on January 18, 2025
Department of Administrative Services
Claim dated January 18, 2025
AOS Claim ID: 3975

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$7,909.70, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services
Heather Hackbarth, Department of Management



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: January 18, 2025

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

Re: ALLOCATION REQUEST - 29C20 Claim for Executive Council Consideration

Vehicle / Event	#159 / Animal
Event Date	January 18, 2025
Summary	Vehicle 159 - struck a deer. (Claim # 298551)
Amount Requested	\$7,909.70 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, and Repair Estimate(s)

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Thank you,

Ryan Betts
DAS Fleet Services
ryan.betts1@iowa.gov
515-281-8008



Risk, DAS <das.risk@iowa.gov>

Fwd: Trooper Jeff Zylstra #159 squad car damage

1 message

Risk, DAS <das.risk@iowa.gov>

Tue, Jan 21, 2025 at 7:42 AM

To: Tammy Hollingsworth <Tammy.Hollingsworth@aos.iowa.gov>, TOS ExecutiveCouncil <executivecouncil@tos.iowa.gov>

Please accept this email as initial 24 hr notification for AON, vehicle 159 struck a deer on 1/18/2025. I will forward all information as soon as it is received.

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov<https://das.iowa.gov>Department of
Administrative Services

All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident reports and estimates are due within 72 hours of an accident. Agencies have 60 days to complete repairs to vehicles once approval is given.

----- Forwarded message -----

From: **Kurtz Vincent** <kurtz@dps.state.ia.us>

Date: Sat, Jan 18, 2025 at 8:41 AM

Subject: Trooper Jeff Zylstra #159 squad car damage

To: vehicledamage <vehicledamage@dps.state.ia.us>, Risk, DAS <das.risk@iowa.gov>

Cc: Williams Matthew <mwilliam@dps.state.ia.us>, Hesse Chase <hesse@dps.state.ia.us>

Good morning,

On 1-18-25 Trooper Jeff Zylstra #159 struck a deer with his squad car while on patrol. Trooper Zylstra was uninjured, his squad is drivable and will remain in service until repairs are made. I will complete the necessary paperwork and forward this on ASAP. Let me know if you need any more information, thank you.

Vince

Sergeant Vince Kurtz ★495★

1/21/25, 12:39 PM

State of Iowa Mail - Fwd: Trooper Jeff Zylstra #159 squad car damage

Iowa State Patrol District 6 HQ

503 West 44th Street

Spencer, IA 51301

712-262-1424 Office

712-732-1341 State Radio

www.dpscareers.com



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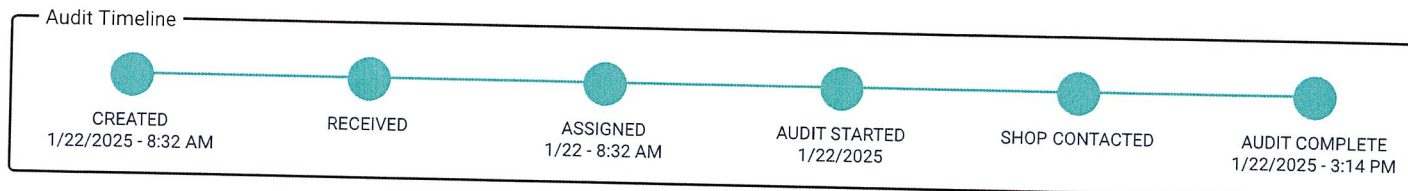


Claim: APDSOI0298551-001

Desk Review Service

DAS Fleet Service

DAS Fleet Services

**Audit Results**

Original: \$7,969.70

Variance: - \$60.00

QCS Audit: \$7,909.70**Comments:**

VARIANCES IN BODY AND PAINT LABOR TIMES AND MISC PROFILE ITEMS.
INVOICE PROVIDED TO SUPPORT PRICING FOR PUSH BUMPER AND BUMPER WRAP.
I HAVE CONTACTED THE REPAIR FACILITY AND HAVE REACHED AN AGREED PRICE OF REPAIRS.

Adjuster

Melissa Husmann
(877) 544-7843

Melissa.Husmann@creativerisksolutions.com

Owner/Insured

Owner: IOWA STATE PATROL -
159

Insured: IOWA STATE PATROL -
159

Policy: UNKNOWN

Deductible: \$0.00

Repair Facility

C & H BODY REPAIR INC.
(712) 737-4095

707 LINCOLN AVE SE, ORANGE CITY, IA
51041

repairs@chbodyia.com

Fed Tax Id: 20-1301995

Auditor

Mitch Christenson
(877) 237-3727 x112

Mitch.Christenson@qcsdirect.com

Vehicle

2023 CHEVROLET TAHOE FL

VIN: 1GNSKLED9PR346576

Damage: Front

Audit Info

Contact Shop: Yes

Agreed Price: Yes

Agreed With: AARON PHONE

Days to Repair: 5 - 7

<u>Part/Operation</u>	<u>Demand Price</u>	<u>Audit Price</u>	<u>Variance</u>
Body/Misc Labor	\$1,640.00	\$1,625.00	\$15.00
Refinish Labor	\$1,675.00	\$1,625.00	\$50.00
Materials	\$0.00	\$0.00	\$0.00
Parts Pricing	\$4,654.70	\$4,659.70	(\$5.00)
LKQ	\$0.00	\$0.00	\$0.00
Aftermarket	\$0.00	\$0.00	\$0.00
Recondition	\$0.00	\$0.00	\$0.00
Depreciation	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00
Tax	\$0.00	\$0.00	\$0.00
Total	\$7,969.70	\$7,909.70	\$60.00



Quality Claims Solutions

105 N Krohn Place
Sioux Falls, SD 57103
Phone: 877.237.3727
Fax: 866.371.2844
Federal Tax ID: 46-0461202

INVOICE

Attention/Adjuster: Melissa Husmann
Company Name: DAS Fleet Services
Address: 109 SE 13th St
Des Moines, IA 50319

Invoice No: APDSOI0298551-001-9411
Date: 01/22/2025 3:14 PM
Customer ID: IWAA
Claim Number: APDSOI0298551-001
Vehicle Owner: IOWA STATE PATROL - 159

Quantity	Description	Unit Price	Extended Amount
1	Technical Estimate Review	\$35.00	\$35.00

Item Total: \$35.00

Sales Tax: N/A

Invoice Total: \$35.00

QUALITY CLAIMS SOLUTIONS

105 N Krohn Place
SIOUX FALLS, SD 57103
Phone: (877) 237-3727, FAX:(605) 800-8591
qcs@qcsdirect.com

Workfile ID:

b89a4faf

For:

QUALITY CLAIMS SOLUTIONS

DAS Fleet Services

Estimate of Record**Owner: IOWA STATE PATROL - 159****Job Number:**

Written By: Mitch Christenson

Insured: IOWA STATE PATROL - 159 Policy #: UNKNOWN Claim #: APDSOI0298551-001
Type of Loss: Collision Date of Loss: 1/22/2025 12:00 PM Days to Repair: 0
Point of Impact: 12 Front

Owner:

IOWA STATE PATROL - 159
ORANGE CITY, IA 51041

Inspection Location:

C & H BODY REPAIR INC.
707 LINCOLN AVE SE
ORANGE CITY, IA 51041
Other
(712) 737-4095 Evening

Repair Facility:**VEHICLE**

2023 CHEV Tahoe Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection

VIN: 1GNSKLED9PR346576 Production Date: Interior Color:
License: Odometer: 62,002 Exterior Color:
State: Condition:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat
Power Passenger Seat

DECOR

Dual Mirrors
Privacy Glass

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Telescopic Wheel
Climate Control
Dual Air Condition
Backup Camera
Parking Sensors

FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
Communications System
Hands Free Device

Lane Departure Warning

ROOF

Luggage/Roof Rack

SEATS

Cloth Seats
3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

TRUCK

Trailer Hitch
Trailer Package
Running Boards/Side Steps

Estimate of Record

Owner: IOWA STATE PATROL - 159

Job Number:

2023 CHEV Tahoe Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection

Console/Storage

CONVENIENCE

RADIO

AM Radio

Xenon or L.E.D. Headlamps

Positraction

Estimate of Record

Owner: IOWA STATE PATROL - 159

Job Number:

2023 CHEV Tahoe Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Pre & Post Repair Scan		1	119.95	1.0 M	
2		FRONT BUMPER & GRILLE					
3		O/H bumper assy				3.4	
4		R&I R&I bumper cover				Incl.	
5	* <>	Rpr Bumper cover				<u>2.0</u>	2.6
6		Add for Clear Coat					1.0
7		R&I Stiffener				0.4	
8		Repl Grille assy	85617308	1	634.55	0.4	
9		Repl RT Guide	85594226	1	15.25	0.1	
10	*	R&I Support panel				<u>Incl.</u>	
		Note: LABOR: Time is after bumper cover is removed. Time is included with overhaul.					
11	#	Repl Push bumper		1	1,149.00	1.5	
		Note: pricing open for invoice. none provided					
12	#	Repl Push bumper wrap kit		1	659.00	0.8	
		Note: pricing open for invoice. none provided					
13	#	R&I Emergency lights in bumper				1.5	
14		FRONT LAMPS					
15		Repl RT Headlamp assy	85123918	1	1,049.95	0.5	
16		HOOD					
17	**	Repl A/M Hood (ALU)	85112715	1	<u>1,009.00</u>	1.5	3.2
18		Overlap Major Non-Adj. Panel					-0.2
19		Add for Clear Coat					0.6
20		Add for Underside(Complete)					1.6
21		R&I Front w/strip center				Incl.	
22		R&I Insulator				Incl.	
23		FENDER					
24	*	Rpr RT Fender				<u>1.5</u>	2.2
25		Overlap Major Adj. Panel					-0.4
26		Add for Clear Coat					0.4
27	#	Feather, prime & block		1			0.5
28		R&I RT Fender liner w/o Z71, Police, SSV				0.3	
29	*	Rpr RT Extension				<u>0.5</u>	<u>0.3</u>
30		Add for Clear Coat					0.1
31	*	Blnd LT Fender					<u>1.1</u>
32		R&I LT Fender liner w/o Z71, Police, SSV				0.3	
33		MISCELLANEOUS OPERATIONS					
34	#	Flex Agent		1	5.00		
35	*	Repl Cover car/bag		1	<u>5.00</u>	0.2	
36	#	Color Sand/ Buff		1	10.00	1.5	
37	#	Hazardous Waste		1	3.00		
38	#	R&I Spot light				2.5	

Estimate of Record

Owner: IOWA STATE PATROL - 159

Job Number:

2023 CHEV Tahoe Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection

39	#	Repl	State trooper decals	1	1.5
SUBTOTALS				4,659.70	21.4
					13.0

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				4,659.70
Body Labor	20.4 hrs	@	\$ 75.00 /hr	1,530.00
Paint Labor	13.0 hrs	@	\$ 125.00 /hr	1,625.00
Mechanical Labor	1.0 hrs	@	\$ 95.00 /hr	95.00
Subtotal				7,909.70
Total Cost of Repairs				7,909.70
Deductible				0.00
Total Adjustments				0.00
Net Cost of Repairs				7,909.70

MyPriceLink Estimate ID / Quote ID:

1311428488737071104 / 142838862

THIS IS NOT AN AUTHORIZATION TO BEGIN REPAIRS.

SUPPLEMENTS - Please be advised that the INSURANCE COMPANY requires notice of any supplements prior to the work being performed. Failure to notify INSURANCE COMPANY and allow INSURANCE COMPANY to review the supplemental charges may result in non-payment of the supplemental items.

ESTIMATE AUDIT - THIS DOCUMENT IS NOT AN APPRAISAL. INQUIRIES SHOULD BE DIRECTED TO THE INSURANCE COMPANY LISTED AT THE TOP OF THIS DOCUMENT.

REPAIR SHOPS CAN CONTACT QCS AUDITOR FOR ANY REPAIR RELATED INQUIRIES AT 1-877-237-3727.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

Estimate of Record

Owner: IOWA STATE PATROL - 159

Job Number:

2023 CHEV Tahoe Commercial 4WD (Fleet) 4D UTV 8-5.3L Gasoline Direct Injection

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR1GC21, CCC Data Date 01/16/2025, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Solutions Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

State Vehicle Damage Report

Attach this completed form to an email along with the items identified below and send to: **DPS – Vehicle Damage; DAS – Risk**

- One Repair Estimate from Approved State Bid Shop
- DOT MARS Report (if reportable)
- Memo from the Driver of the State Vehicle
- 3-4 photos of the vehicle damage

*****Sworn Officers only: Complete a Line of Duty Form #432037 and send to DOT if 10-50 was reportable!!!**

STATE VEHICLE: (Mark if Act of Nature ☒) CASE #: 2025001512

Date: <small>(Month/Day/Year)</small>	01-18-25	Time: <small>(Time plus a.m./p.m.)</small>	0755 a.m.
Vehicle Plate #:	159	Vehicle Mileage:	61,710
Vehicle Description: <small>(Yr/Make/Model/ & Vin#)</small>	2023 Chevy Tahoe VIN # 1GNSKLED9PR346576		
Assigned To:	Jeff Zylstra	Badge #	159
Driven By:	Jeff Zylstra	Badge #	159
Driver's Lic #:	680-yy-6058	Damage:	\$7,969.70
Vehicle Towed: <small>(Yes / No)</small>	No	Towed By:	
Towed To:		Towing Cost:	\$
Seat Belt: <small>(Yes / No)</small>	Yes	Type of Vehicle: <small>(Marked/Semi /Unmarked)</small>	Marked
Injured/Injuries:	None		
Occupants: <small>(Other than driver)</small>	None		

VEHICLE #2:

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			
Owner's Address:			

Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		

OTHER INFORMATION:

Witnesses:	None
Accident Location: (Street/Hwy)	2226 HWY 18 Rock Valley, IA
County:	Sioux
Weather/Road Conditions:	Dry / Normal
Narrative: Trooper Zylstra #159 was on routine patrol on HWY 18 near Rock Valley when a deer entered the roadway. Trooper Zylstra struck the deer. There were no injuries, and the squad car was not towed.	
Property Damage other than Vehicles:	NONE
Cost:	\$NONE
Citations Issued To: (List Charge(s) and Statute Code(s))	NONE

Investigating Officer:	Sgt. Vince Kurtz #495
------------------------	-----------------------

VEHICLE #3: (If needed) (For more vehicles, please make extra copies of this portion)

DL #:		State:	
Vehicle Lic. #		State:	
Driver's Name:			
Driver's Address:			
Owner's Name:			

Owner's Address:			
Owner's Phone:			
Insurance Info: (Carrier/Policy #/Phone)			
Veh Description: (Yr/Make/Model & Vin#)			
Damage:	\$	Seat Belt: (Yes / No)	Yes
Injured/Injuries:			
Occupants: (Other than driver)			
Occupant(s) Wearing Seat Belt: (Yes/No)	Yes		