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Executive Council of Iowa

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

August 7, 2023

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 \$3,898.29, subject to the audit of actual invoices. On February 20, 2023, Vehicle #1343 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton

Victoria Newton Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services DAS Fleet Services, Risk Joel Lunde, Department of Management

> AOS Claim # 3455 TOS Job # ____



OFFICE OF AUDITOR OF STATE

STATE OF IOWA

State Capitol Building Des Moines, Iowa 50319-0004 Telephone (515) 281-5834 Facsimile (515) 281-6518 Auditor of State

Rob Sand

August 2, 2023

Victoria Newton Executive Council L O C A L

Subject: Deer Damage to Vehicle #1343 on February 20, 2023 Department of Administrative Services Claim dated June 2, 2023 AOS Claim ID: 3455

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 \$3,898.29, subject to an audit of <u>actual</u> invoices.

Sincerely,

Ernest H. Ruben, Jr., CPA Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services Mariah Flowers, Fleet Services Manager, Department of Administrative Services Joel Lunde, Department of Management



Adam Steen, Director

Date: June 2, 2023

- To: Tammy Hollingsworth, Auditor of State Victoria Newton, Treasurer of State Executive Council
- From: Mariah Flowers, Fleet Manager DAS Fleet Services Department of Administrative Services

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

Vehicle / Event	#1343/Deer
Event Date	February 20, 2023
Summary	Vehicle 1343 struck a deer. (252444)
Amount Requested	\$3,898.29 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, Repair Estimate(s), Photos

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

Thank you,

Mariah Flowers, Fleet Manager DAS Fleet Services <u>Mariah.Flowers@iowa.gov</u> 515-414-6582

≡	M Gmail		Q 1343 X	荘
	Compose			
	Inbox	15	29C20	
	Starred		Risk, DAS <das.risk@iowa.gov- (sent="" by="" karl.bubser@iowa.gov)<="" td=""><td></td></das.risk@iowa.gov->	
	Snoozed			
	Sent		Please accept this email as initial 24 hr notification for AON, vehicle 1343 struck a deer on $2/20/23$. I w	ill forward all information as soo
	Drafts	5	All accidents must be reported via email or phone to Fleet Services within 24 hours. All accident	reports and estimates are due
	More		approval is given.	
			Thank you,	
Lab	els		DAS Fleet Services, Risk	
	29C20	34	Department of Administrative Services	
	Billing	2	Collaboration Customer Service Collaboration Customer Service	
	Checks Received		https://das.iowa.gov	
	Contract issues			
	Eclaim Confirmati	12		
	Pre-Google Mail (Old M		Reply Reply all Forward	
	Restitution Letters	1		
	Risk Payments	218		
	Subro			
	Tort Claims	2		
	Paid Torts			
	More			



Department of Administrative Services DAS Fleet Services- Risk Management 109 SE 13th St Des Moines, IA 50319

Vehicle Accident Report Form

- Render aid or assistance to the injured (per lowa Code 321.262).
- The State of Iowa is self-insured. Refer to the insurance card and accident report procedures online or in your glove box packet. If the accident involves another party, exchange information with the driver or property owner. Do not admit fault or attempt to settle your claim.
- Call local law enforcement, if a fatality, injury or property damage has occurred, and obtain a police report. On the Capitol complex, call Iowa State Patrol, Post 16 at 515-281-5608.
- Within the first 24 hours, report accident or damage to DAS Fleet Services (515-281-3162 or <u>DAS.Risk@iowa.gov</u>), your agency fleet contact, and supervisor. Damage caused by an act of nature or unavoidable cause MUST be reported to DAS Fleet Services within 24 hours of the incident to qualify for contingent fund use (per lowa Code 29C.20).
- For an estimate, locate the nearest contracted auto body repair shop in the Contracted Service Providers map. A contracted auto body shop within 30 miles should be used if available.
- If towing is necessary, contact DAS Fleet Services (515-281-3162) for assistance. After hours, call National Automobile Club (NAC) FleetRescue* (866-329-3471) or local law enforcement.
- Within 72 hours, print and submit a completed Accident Report Form, including a cost estimate from the auto body shop to <u>DAS.Risk@iowa.gov</u>.
- Any accident in the State of Iowa that causes death, personal injury, or total property damage of \$1,500 or more must be reported on an Iowa Accident Report Form UNLESS the accident is investigated by a law enforcement agency and a report is filed. Failure to return an accident report form within 72 hours may result in suspension of driving privileges.

DAS Fleet Services ● 109 S.E. 13th St. ● Des Moines, IA 50319 ● 515-281-3162 Website: <u>https://das.iowa.gov/procurement/fleet.services</u> ● Email: das.risk@iowa.gov

Vehicle Accident Report

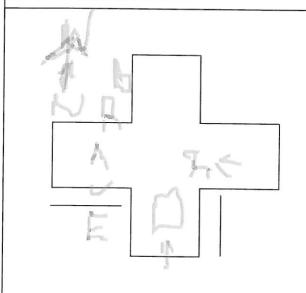
Time and location of accid		and a standard				
Accident Date (Mo/Day/Year)		Time	No. of Vehicles			
02/20	0/2023	0735 AM	1343			
County		State	· · · · · · · · · · · · · · · · · · ·			
Gre	eene	101	WA			
Vehicle 1 (State vehicle)						
Driver's Name		Work Street Address				
Aron	Arthur	57744 L	ewis RD			
Driver's License No./State		City, State, Zip				
760Z	Z5741	Lewis, I	A 51544			
Date of Birth	Department	Work Phone	Home Phone			
12/25/1976	DNR LE	515-370-0422				
License Plate No.	VIN	Year, Make, Model				
1343	UYAED2NZ208	2022 Chevy Silverado				
Estimate (\$) of Damage		Description of Damage				
3500 Dollars		Damaged front passenger quarter panel. broken head light				
Vehicle 2 (other vehicle) if	more than two vehicles-use ac					
Driver's Name		Street Address				
N	IA					
Driver's License No./State		City, State, Zip				
Date of Birth Work Phone		Home Phone	License Plate No.			
		1 (
Description of Damage						

DAS Fleet Services ● 109 S.E. 13th St. ● Des Moines, IA 50319 ● 515-281-3162 Website: <u>https://das.iowa.gov/procurement/fleet.services</u> ● Email: das.risk@iowa.gov

Property Damage other than vehicle (fence, utility pole, etc)						
Owner's Name, Address and Phone	Description of Property Damaged					
NA						
Injured Persons (attach additional sheets if necessary)						
Vehicle No. 1/ Name and Address	Describe Injuries					
Vehicle No. 2/ Name and Address	Describe Injuries					
Witness						
Name	Address/Phone					
NA						
Name	Address/Phone					

Accident Diagram

Complete diagram below, include a description of what happened. Use the outline below to sketch the scene of your accident, writing in street or highway names or numbers. Use number 1 to indicate the State vehicle.



Driving North bound on R Ave south of redwood Ave and deer came out of the East ditch and I slowed and swerved to miss the deer but the deer struck the front right passenger corner of the truck damaging the headlight, grille, front plastic and Front passenger quarter panel of the truck

Accident Information Exchange Sheet						
Other Vehicle information						
Driver's Name						
Street Address						
Driver Phone						
Driver's License No./State						
Vehicle Plate No.						
Vehicle year, make, model						
VIN						
Insurance Company Name						
Policy No.						
Agent name						
Agent phone						
Owner's Name/Address (if different)						
Submit this information al	ong with the accident report to DAS Fleet Service within 72 hours of the accident.					

Ē

Complete the next section, tear at the dotted line and give to the other party involved.

_____ -----

State Vehicle Insurance Information					
Driver's Name Aron Arthur					
Driver's License No./State 760ZZ5741					
Vehicle Plate No. 1343					
Vehicle year, makel, model 2022 Chevy Silverado					
VIN 1GCUYAED2NZ208542					
I	The State of Iowa is self-insured. f you have any questions regarding an accident, please contact DAS Fleet Services at 515-281-3162 of <u>DAS.Risk@iowa.gov</u>				

SO # 245875 SERVICE ORDER CUSTOMER COPY User 535 Page 1 Customer No 19718 Advisor JOEL PIETIG Promised 02/23/2023 5:30 PM Tag Customer No 19718 Advisor JOEL PIETIG Promised 02/23/2023 5:30 PM Tag Dis MOINES, IA 50319 Advisor JOEL PIETIG Promised 02/23/2023 9:23 AM Location DES MOINES, IA 50319 License No Odometer In Odometer Out InServ Date Stock No Cell (641) 747-3591 Todays Etension Rodel Model Model No Color Description Request Description Stock No 2022 CHEVROLET SitureRADO 1500 LTD CK18543 BODY REPL GRILLE & RT FILLER PNL; REPL RT HEADLAMP ASSY; REPL RT FENDER & LINER; BLND T Type Amount DOOR Description Status Status Status BODY REPL GRILLE & RT FILLER PNL; REPL RT HEADLAMP ASSY; REPL RT FENDER & LINER; BLND RT FRT CPBS 80.00 DOOR Description CBSRO 914.8 93.8 9.38 9.38 9.38 9.38 9.38 9.38 9.38	Interview and the service wittrockmotors.com www.wittrockmotors.com									
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535 - JOEL PIETIG		TOWNE								
	535 - JOEL	PIETIG								695.00 695.00

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.*

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NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

PAGEL CONT >

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MOTOR CO		To service	ox 396 Carroll, IA 51401 234 Fax (712) 792-4434 Il Free: 1-800-792-9234 e@wittrockmotors.com vw.wittrockmotors.com
SO # 245875	SERVICE ORDER		
Printed 03/27/2023 10:31:59 AM	CUSTOMER COPY	User 53	5 Page 2
Customer No 19718 IOWA DEPARTMENT OF NATURAL RESOURCES 109 SE 13TH ST	AdvisorJOEL PIETIGPromisedShopBSOpenedPriority10Cashiered	02/23/2023 5:30 PM Tag 02/23/2023 9:23 AM Loca PO #	
DES MOINES, IA 50319	License No Odometer In Odom C-337 24934 24936	eter Out InServ Date	Stock No
Home Bus Cell (641) 747-3591 Today	Year Make Model 2022 CHEVROLET SILVERADO 15	Model No 00 LTD CK18543	Color
Email rod.nelsen@dnr.iowa.gov	Vehicle ID No Selling Dealer 1GCUYAED2NZ208542 Engine Size 5.3L ECOTEC3 V8	Extended Warranty	Delivery Date
Term CHARGE	Engine Size 5.3L ECOTEC3 V8	Fleet #	
		Labor Parts	1,268.00
	1	SALES TAX ON DEDUCTIBL	2,367.29 E 0.00
		Misc. Supplies	263.00 0.00

Tax **TOTAL INVOICE** 3,898.29

3,898.29

0.00

FINAL BILL Claim#APDSOIØ252444-001

SUB-TOTAL

Vehicle 1343

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NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

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