

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

February 3, 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 \$5,933.97, subject to an audit of actual invoices. On November 6, 2024, Vehicle #1847 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 # 3935  
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

January 21, 2025

Kristi Onstot  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #1847 on November 6, 2024  
Department of Administrative Services  
Claim dated November 13, 2024  
AOS Claim ID: 3935

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 \$5,933.97, 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



KIM REYNOLDS, GOVERNOR

ADAM STEEN, DIRECTOR

Date: November 13, 2024

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

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

Table with 2 columns: Field Name, Value. Rows include Vehicle / Event (#1847 / Animal), Event Date (November 6, 2024), Summary (Vehicle 1847 - struck a deer (293837)), Amount Requested (\$5,933.97 - Estimate), and Supporting Documentation (29C20 Email Notification, Accident Report, Repair Estimate(s)).

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

Thank you,

Handwritten signature of Ryan Betts

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



Risk, DAS &lt;das.risk@iowa.gov&gt;

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**RE: Accident Report Vehicle 1847**

1 message

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**Tammy Hollingsworth** <Tammy.Hollingsworth@aos.iowa.gov>

Sun, Nov 10, 2024 at 10:36 AM

To: "Risk, DAS" &lt;das.risk@iowa.gov&gt;, TOS ExecutiveCouncil &lt;executivecouncil@tos.iowa.gov&gt;

Notification of 29C.20 Damages Received – AOS Claim #3935

**From:** [ryan.betts1@iowa.gov](mailto:ryan.betts1@iowa.gov) <[ryan.betts1@iowa.gov](mailto:ryan.betts1@iowa.gov)> **On Behalf Of** Risk, DAS**Sent:** Thursday, November 7, 2024 8:44 AM**To:** TOS ExecutiveCouncil <[executivecouncil@tos.iowa.gov](mailto:executivecouncil@tos.iowa.gov)>; Tammy Hollingsworth <[Tammy.Hollingsworth@AOS.IOWA.GOV](mailto:Tammy.Hollingsworth@AOS.IOWA.GOV)>**Subject:** Fwd: Accident Report Vehicle 1847

CAUTION: This email originated from outside of AOS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please accept this email as initial 24 hr notification for AON, vehicle 1847 struck a deer on 11/6/2024. I will forward all information as soon as it is received.

**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.**

Thank you,

**DAS Risk**

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

109 SE 13<sup>th</sup> St, Des Moines, IA 50319

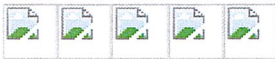
515-281-3162 office

[das.risk@iowa.gov](mailto:das.risk@iowa.gov)<https://das.iowa.gov>Department of  
Administrative Services

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

From: **Jensen, Kyle** <kyle.jensen@dnr.iowa.gov>  
Date: Thu, Nov 7, 2024 at 8:03 AM  
Subject: Accident Report Vehicle 1847  
To: DAS Risk <das.risk@iowa.gov>

**Kyle A. Jensen | Conservation Officer**  
Law Enforcement Bureau  
***Iowa Department of Natural Resources***  
**P: 641-414-2175**  
6200 Park Avenue Suite 200, Des Moines, IA 50321



[www.iowadnr.gov](http://www.iowadnr.gov)



This email message and its attachments may contain confidential information that is exempt from disclosure under Iowa Code chapters 22, 139A, and other applicable law. Confidential information is for the sole use of the intended recipient. If you believe that you have received this transmission in error, please reply to the sender, and then delete all copies of this message and any attachments. If you are not the intended recipient, you are hereby notified that any review, use, retention, dissemination, distribution, or copying of this message may be prohibited by law.

[Auditor.iowa.Gov](http://Auditor.iowa.Gov)



## Department of Administrative Services

*Empowering People  
Collaboration  
Customer Service*

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 Iowa 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 [DAS.Risk@iowa.gov](mailto:DAS.Risk@iowa.gov)), 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 Iowa 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 [DAS.Risk@iowa.gov](mailto:DAS.Risk@iowa.gov).
- 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.

## Vehicle Accident Report

### Time and location of accident

Accident Date (Mo/Day/Year)	Time	No. of Vehicles
11/06/2024	7:00 PM	1
County	State	
Wapello	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Kyle Jensen		2154 180th St.	
Driver's License No./State		City, State, Zip	
298JJ6842 Iowa		Corydon, IA 50060	
Date of Birth	Department	Work Phone	Home Phone
04/16/1975	Natural Resources	6414142175	
License Plate No.	VIN	Year, Make, Model	
1847	1GCUYAED2NZ21O937	2022 Chevy Silverado	
Estimate (\$) of Damage		Description of Damage	
		Right Front and Rear Passenger Door	

### Vehicle 2 (other vehicle) if more than two vehicles-use additional forms

Driver's Name		Street Address	
Driver's License No./State		City, State, Zip	
Date of Birth	Work Phone	Home Phone	License Plate No.
Description of Damage			

**Property Damage other than vehicle (fence, utility pole, etc)**

Owner's Name, Address and Phone	Description of Property Damaged

**Injured Persons (attach additional sheets if necessary)**

Vehicle No. 1/ Name and Address	Describe Injuries
Vehicle No. 2/ Name and Address	Describe Injuries

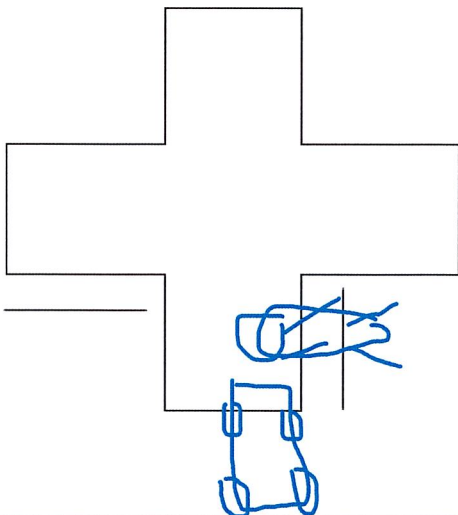
**Witness**

Name	Address/Phone
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.



Traveling westbound on HWY 34 and a deer ran out from the ditch and collided with state vehicle. All efforts were made to avoid collision.



## 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 along with the accident report to DAS Fleet Service within 72 hours of the accident.

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

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### State Vehicle Insurance Information

Driver's Name	
Driver's License No./State	
Vehicle Plate No.	
Vehicle year, make, model	
VIN	

The State of Iowa is self-insured.  
If you have any questions regarding an accident, please contact  
DAS Fleet Services at 515-281-3162 of [DAS.Risk@iowa.gov](mailto:DAS.Risk@iowa.gov)

**QUALITY CLAIMS SOLUTIONS**

Workfile ID:

8892c12e

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

For:

**QUALITY CLAIMS SOLUTIONS**

DAS Fleet Services

**Estimate of Record****Owner: IOWA DNR****Job Number:**

Written By: Mitch Christenson

Insured: IOWA DNR	Policy #: UNKNOWN	Claim #: APDSOI0293837-001
Type of Loss: Collision	Date of Loss: 11/11/2024 12:00 PM	Days to Repair: 0
Point of Impact: 01 Right Front		

**Owner:**

IOWA DNR  
 RATHBUN, IA 52544

**Inspection Location:**

CENTERVILLE BODY SHOP  
 1312 SOUTH 18TH ST  
 CENTERVILLE, IA 52544  
 Other  
 (641) 856-6328 Evening

**Repair Facility:****VEHICLE**

2022 CHEV Silverado 1500 LTD Work Truck Crew Cab 147" WB 4WD 4D SHORT 8-5.3L Gasoline Direct Injection

VIN: 1GCUYAED2NZ210937	Production Date:	Interior Color:
License:	Odometer: 0	Exterior Color:
State:	Condition:	

**TRANSMISSION**

Automatic Transmission  
 Overdrive  
 4 Wheel Drive

**POWER**

Power Steering  
 Power Brakes  
 Power Windows  
 Power Locks

**DECOR**

Dual Mirrors

Tinted Glass

**CONVENIENCE**

Air Conditioning  
 Tilt Wheel  
 Message Center  
 Telescopic Wheel  
 Backup Camera

**RADIO**

AM Radio

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

Hands Free Device

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint

**TRUCK**

Rear Step Bumper

**Estimate of Record**

**Owner: IOWA DNR**

**Job Number:**

2022 CHEV Silverado 1500 LTD Work Truck Crew Cab 147" WB 4WD 4D SHORT 8-5.3L Gasoline Direct Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2	R&I	R&I bumper assy				1.0	
3	**	Repl A/M RT Filler panel US built	84658018	1	<u>88.00</u>	0.3	1.1
4		Add for Clear Coat					0.4
5	**	Repl A/M RT Guide	84624944	1	<u>11.00</u>	0.2	
		Note: LABOR: Time is after filler panel and fender liner are removed					
6	**	Repl A/M RT Side bracket	84219066	1	<u>82.00</u>	0.3	
7		<b>GRILLE</b>					
8	Repl	Grille Work Truck	84401129	1	929.78	0.4	
		Note: LABOR: Time is after air inlet grille is removed.					
9		<b>FRONT LAMPS</b>					
10	Repl	RT Headlamp assy	84621849	1	1,118.67	0.5	
11		Aim headlamps				0.5	
12		<b>FENDER</b>					
13	*	Rpr RT Fender w/o ZR2				<u>2.0</u>	2.2
14		Overlap Major Adj. Panel					-0.4
15		Add for Clear Coat					0.4
16	Repl	RT Lower bracket	23393858	1	35.00	0.1	
17	Repl	RT Bracket Limited	84455536	1	48.48	0.1	
18	**	Repl A/M RT Fender liner Limited	84533747	1	<u>104.00</u>	Incl.	
19		<b>ENGINE</b>					
20	R&I	Air inlet grille				m 0.3	
21		<b>RESTRAINT SYSTEMS</b>					
22	R&I	RT Side impact sens front door Limited				m 0.3 M	
23		<b>REAR DOOR</b>					
24	Repl	RT Door shell Limited (ALU)	85658275	1	1,075.00	5.1	3.4
25		Overlap Major Non-Adj. Panel					-0.2
26		Add for Clear Coat					0.6
27		<b>PICK UP BOX</b>					
28	*	Rpr RT Outer panel w/o ZR2				<u>1.0</u>	3.1
29		Overlap Major Adj. Panel					-0.4
30		Add for Clear Coat					0.5
31	R&I	RT Deflector				0.2	
32	R&I	RT Upper molding				0.3	
33	R&I	RT Protector front				0.2	
34	R&I	RT Protector rear w/o ZR2				0.2	
35	*	R&I <u>Mud guard - RT side</u>				<u>0.2</u>	
36	Repl	RT Decal "4X4"	23400362	1	42.64	0.3	
37	*	R&I Power outlet 110V				<u>0.3</u>	
38		<b>TAIL GATE</b>					
39	R&I	R&I tailgate assy				0.4	
40		<b>REAR LAMPS</b>					

# Estimate of Record

**Owner: IOWA DNR**

**Job Number:**

2022 CHEV Silverado 1500 LTD Work Truck Crew Cab 147" WB 4WD 4D SHORT 8-5.3L Gasoline Direct Injection

41	R&I	RT Tail lamp			0.3
42	<b>REAR BUMPER</b>				
43	R&I	R&I bumper assy			1.0
44	#	Hazardous Waste	1	3.00	
45	#	Additional paint materials 10.7 x 52.00 - 500	1	56.40	
<b>SUBTOTALS</b>				<b>3,593.97</b>	<b>15.5</b>
					<b>10.7</b>

## ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,593.97
Body Labor	15.2 hrs @	\$ 70.00 /hr	1,064.00
Paint Labor	10.7 hrs @	\$ 70.00 /hr	749.00
Mechanical Labor	0.3 hrs @	\$ 90.00 /hr	27.00
Paint Supplies			500.00
Subtotal			5,933.97
<b>Total Cost of Repairs</b>			<b>5,933.97</b>
Deductible			0.00
<b>Total Adjustments</b>			<b>0.00</b>
<b>Net Cost of Repairs</b>			<b>5,933.97</b>

### MyPriceLink Estimate ID / Quote ID:

1285349930143064064 / 141313511

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.

Estimate calculated using a preset user threshold amount for the paint and material cost.

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.

Owner: IOWA DNR

Job Number:

2022 CHEV Silverado 1500 LTD Work Truck Crew Cab 147" WB 4WD 4D SHORT 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 DR1GH19, CCC Data Date 11/08/2024, 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 Services 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.