

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 \$27,296.15, subject to an audit of actual invoices. On November 6, 2024, Vehicle #106188 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 # 3933  
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 #106188 on November 6, 2024  
Department of Administrative Services  
Claim dated November 13, 2024  
AOS Claim ID: 3933

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. The Department requested an allocation of \$29,206.88; however, the estimate from the vendor included sales tax of \$1,910.73. This amount will be deducted from the Department's request. Therefore, we recommend an Executive Council allocation in the amount of \$27,296.15, 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 (#106188 / Animal), Event Date (November 6, 2024), Summary (Vehicle 106188 - struck a deer (TL2501)), Amount Requested (\$29,206.88 - 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: 106188**

1 message

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

Sun, Nov 10, 2024 at 10:29 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 #3933

**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:** Wednesday, November 6, 2024 8:15 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: 106188

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 106188 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: **Kieffer, Michelle** <[michelle.kieffer@iowa.gov](mailto:michelle.kieffer@iowa.gov)>  
Date: Wed, Nov 6, 2024 at 7:41 AM  
Subject: 106188  
To: DAS Risk <[das.risk@iowa.gov](mailto:das.risk@iowa.gov)>

Robert Ziegler with DIAL called to inform us that he hit a deer this morning and his vehicle had to be towed. He stated the plate number was 106188. I instructed him to complete the accident report, get an estimate and submit it to the risk email.

--

**Michelle Kieffer**  
**Administrative Assistant II**  
**Fleet Services**  
Iowa Department of Administrative Services  
Office 515.281.5123  
[michelle.kieffer@iowa.gov](mailto:michelle.kieffer@iowa.gov)  
<https://das.iowa.gov>



**Department of  
Administrative Services**

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**[Auditor.Iowa.Gov](https://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	0515 am	1
County	State	
MITCHELL	IOWA	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
BRYAN SHUPE		6200 PARK AVE SUITE 100	
Driver's License No./State		City, State, Zip	
674 WW 4264		DES MOINES, IA 50321-1270	
Date of Birth	Department	Work Phone	Home Phone
07/05/1968	DIAL	(641) 425-8813	(641) 420-2883
License Plate No.	VIN	Year, Make, Model	
106188	1FMSK8BH6LGA19650	2020 FORD EXPLORER	
Estimate (\$) of Damage		Description of Damage	
\$ 29,206.88		FRONT CLIP, RIGHT FRONT FENDER, ALL AIR BAGS	

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

Driver's Name		Street Address	
N/A			
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
N/A	
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
N/A	
Vehicle No. 2/ Name and Address	Describe Injuries
Witness	
Name	Address/Phone
N/A	
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.

DEER RAN OUT IN FRONT OF SOUTH-BOUND VEHICLE.

Accident occurred at  
 3195 Glass Ave.  
 Osage, IA 50461

N  
 ↓





# NORTH IOWA COLLISION CENTER INC.

Serving your car, light & heavy duty truck, heavy  
equipment & RV repair needs.  
11201 265TH ST, CLEAR LAKE, IA 50428  
Phone: (641) 421-8555  
FAX: (641) 421-8558

Workfile ID: 7e1d78d1  
PartsShare: 8dRRJX  
Federal ID: 87-2591068  
Resale Number: 1-17-020011  
Federal EPA: IAR000007856

## Estimate

### RO Number: 26465

Customer: State of Iowa	Insurance:	Adjuster: Braden Byrnes	Estimator: Braden Byrnes
Des Moines, IA 50139		Phone:	Create Date: 11/6/2024
(641) 424-6011		Claim:	
		Loss Date:	
		Deductible:	

2020 FORD Explorer 4WD (Fleet) 4D UTV 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

VIN: 1FMSK8BH6LGA19650	Interior Color:	Mileage In:	Vehicle Out:
License:	Exterior Color:	Mileage Out:	
State:	Production Date:	Condition:	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>FRONT BUMPER</b>						
2	E01	Remove/Replace	O/H front bumper				4.5T	Body	
3	E01	Remove/Replace	Bumper cover w/o auto park	1	469.00T	A/M	0.0T	Body	2.4T
4	E01		Add for Clear Coat						1.0T
5	E01	Remove/Replace	Lower cover BASE	1	225.00T	A/M	0.0T	Body	
6	E01	Remove/Replace	Impact bar (ALU)	1	522.00T	A/M	0.6T	Body	
7	E01	Remove/Install	License bracket w/deluxe holder w/o ST				0.2T	Body	
8	E01	Remove/Replace	License bracket rivet	2	17.00T	OEM			
9	E01	Remove/Replace	RT Side trim w/o fog lamps	1	69.00T	A/M	0.0T	Body	
10	E01	Remove/Replace	RT Bracket	1	37.57T	OEM	0.0T	Body	
11	E01	Remove/Replace	Lower deflector	1	180.00T	A/M	0.0T	Body	
12	E01	Remove/Replace	Wire harness w/o auto park w/o fog lamps	1	163.17T	OEM	0.0T	Body	
13	E01		<b>GRILLE</b>						
14	E01	Remove/Replace	Grille BASE	1	808.00T	A/M	0.0T	Body	
15	E01	Remove/Replace	Emblem w/o INTERCEPTOR	1	58.58T	OEM	0.0T	Body	
16	E01		<b>FRONT LAMPS</b>						
17	E01	Remove/Replace	RT Headlamp assy w/o adaptive headlamps level 3 headlamps	1	1,401.00T	A/M	0.0T	Body	
18	E01	Remove/Replace	Aim headlamps				0.5T	Body	
19	E01	Remove/Install	LT R&I headlamp assy				0.3T	Body	
20	E01		<b>RADIATOR SUPPORT</b>						
21	E01	Remove/Replace	Radiator support w/active shutter, w/o Timberline type 1	1	1,106.80T	OEM	3.5T	Body	
22	E01	Remove/Replace	Air deflector w/o INTERCEPTOR	1	91.00T	A/M	0.2T	Body	

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

**Estimate**

**RO Number: 26465**

2020 FORD Explorer 4WD (Fleet) 4D UTV 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

23	E01	Remove/Replace	Lower deflector BASE	1	66.00T	A/M	0.0T	Body	
24	E01	Remove/Replace	Reinforcement	1	110.75T	OEM	0.2T	Body	
25	E01	Remove/Install	Upper tie bar to 05/13/2024 (MAG)				0.7T	Body	
26	E01		<b>COOLING</b>						
27	E01	Remove/Replace	Intercooler	1	318.33T	OEM	0.0T	Body	
28	E01	Remove/Replace	Radiator w/o trailer tow	1	388.00T	A/M	2.7T	Body	
29	E01	Remove/Replace	Fan assy	1	538.18T	OEM	0.0T	Body	
30	E01		<b>AIR CONDITIONER &amp; HEATER</b>						
31	E01	Remove/Replace	Condenser	1	173.35T	A/M	0.0T	Body	
32	E01	Remove/Replace	AC Service evacuate & recharge				1.4T	Body	
33	E01	Remove/Replace	AC Service refrigerant recovery				0.4T	Body	
34	E01		<b>HOOD</b>						
35	E01	Repair	Hood (ALU)				3.0T	Body	3.0T
36	E01		Overlap Major Non-Adj. Panel						(0.2)T
37	E01		Add for Clear Coat						0.6T
38	E01	Remove/Install	Front w'strip				0.3T	Body	
39	E01	Remove/Replace	Insulator	1	201.10T	OEM	0.3T	Body	
40	E01		Seam Sealer / Urethane Two-Part / Tube	1	35.00T	A/M			
41	E01		<b>FENDER</b>						
42	E01	Remove/Replace	RT Fender w/o HEV	1	308.00T	A/M	2.7T	Body	2.0T
43	E01		Overlap Major Adj. Panel						(0.4)T
44	E01		Add for Clear Coat						0.3T
45	E01		Add for Edging						0.5T
46	E01	Remove/Replace	RT Fender liner	1	108.00T	A/M	0.0T	Body	
47	E01	Remove/Replace	RT Wheel flare w/o auto park	1	254.00T	A/M	0.3T	Body	
48	E01	Remove/Replace	RT Inner fender w/o 3.3 liter HEV (UHS)	1	1,599.92T	OEM	10.7T	Body	1.0T
49	E01	Remove/Install	LT Fender liner				0.4T	Body	
50	E01	Remove/Install	LT Wheel flare w/o auto park				0.3T	Body	
51	E01	Remove/Install	RT Fender ledge cvr				0.3T	Body	
52	E01		<b>ELECTRICAL</b>						
53	E01	Remove/Replace	Horn w/o level 2	1	58.00T	OEM	0.2T	Body	
54	E01	Remove/Install	ECM				0.9T	Body	
55	E01		<b>ENGINE</b>						
56	E01	Remove/Install	R&I air cleaner assy as an assy				0.3T	Body	
57	E01		<b>STEERING WHEEL</b>						
58	E01	Remove/Replace	Steering wheel BASE	1	635.00T	OEM	0.0T	Body	
59	E01		<b>WINDSHIELD</b>						
60	E01	Remove/Install	Reservoir assy				0.3T	Body	
61	E01		<b>COWL</b>						
62	E01	Remove/Install	RT Cowl grille				0.0T	Body	
63	E01	Remove/Install	LT Cowl grille				0.0T	Body	
64	E01	Remove/Install	Cowl top panel				6.5T	Body	
65	E01		<b>INSTRUMENT PANEL</b>						
66	E01	Remove/Install	R&I instrument panel				4.5T	Body	
67	E01		<b>RESTRAINT SYSTEMS</b>						

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11/11/2024 8:20:24 AM

**RO Number: 26465**

2020 FORD Explorer 4WD (Fleet) 4D UTV 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

68	E01	Remove/Replace	Clockspring w/o heated strng whl	1	216.02T	OEM	1.2T	Body	
69	E01	Remove/Replace	Air bag system diagnosis ck system operation				0.5T	Body	
70	E01	Remove/Replace	Air bag system diagnosis pinpoint test				2.1T	Body	
71	E01	Remove/Replace	Driver air bag BASE, XLT, LIMITED	1	408.77T	OEM	0.0T	Body	
72	E01	Remove/Replace	Psngr air bag	1	558.88T	OEM	0.4T	Body	
73	E01	Remove/Replace	Control module	1	400.43T	OEM	0.3T	Body	
74	E01	Remove/Replace	RT Head air bag	1	823.90T	OEM	0.6T	Body	
75	E01	Remove/Replace	LT Head air bag	1	823.90T	OEM	0.6T	Body	
76	E01	Remove/Replace	RT Knee air bag	1	354.93T	OEM	0.5T	Body	
77	E01	Remove/Replace	LT Knee air bag	1	347.15T	OEM	0.5T	Body	
78	E01	Remove/Replace	RT Seat belt assy sandstone	1	373.80T	OEM	0.3T	Body	
79	E01	Remove/Replace	LT Seat belt assy sandstone	1	334.10T	OEM	0.3T	Body	
80	E01	Remove/Replace	RT Ft seat air bag	1	194.18T	OEM	0.7T	Body	
81	E01	Remove/Replace	LT Ft seat air bag	1	200.43T	OEM	0.7T	Body	
82	E01	Remove/Replce	RT Ft impact sensor	1	44.73T	OEM	0.3T	Body	
83	E01	Remove/Replce	LT Ft impact sensor	1	44.73T	OEM	0.3T	Body	
84	E01	Remove/Replce	RT Side impact sens front	1	49.58T	OEM	0.3T	Body	
85	E01	Remove/Replce	LT Side impact sens front	1	49.58T	OEM	0.3T	Body	
86	E01	Remove/Replce	RT Height adjuster	1	38.15T	OEM	0.1T	Body	
87	E01	Remove/Replce	LT Height adjuster	1	38.15T	OEM	0.1T	Body	
88	E01		<b>SEATS &amp; TRACKS</b>						
89	E01	Remove/Install	RT R&I front seat				0.5T	Body	
90	E01	Remove/Install	LT R&I front seat				0.5T	Body	
91	E01		<b>ROOF</b>						
92	E01	Remove/Replace	Headliner sandstone	1	1,691.83T	OEM	4.7T	Body	
93	E01		<b>PILLARS, ROCKER &amp; FLOOR</b>						
94	E01	Remove/Install	RT Rocker molding				0.5T	Body	
95	E01	Remove/Install	RT Lwr ctr plr trim sandstone				0.3T	Body	
96	E01	Remove/Install	LT Lwr ctr plr trim sandstone				0.3T	Body	
97	E01	Remove/Install	RT Upr ctr plr trim sandstone				0.0T	Body	
98	E01	Remove/Install	LT Upr ctr plr trim sandstone				0.0T	Body	
99	E01	Remove/Replace	RT Air deflector 2.3 liter	1	582.45T	OEM	0.5T	Body	
100	E01	Remove/Replace	LT Air deflector 2.3 liter	1	302.73T	OEM	0.5T	Body	
101	E01		<b>FRONT DOOR</b>						
102	E01	Remove/Replace	RT Door shell	1	899.33T	OEM	5.5T	Body	3.4T
103	E01		Overlap Major Adj. Panel						(0.4)T
104	E01		Add for Clear Coat						0.6T
105	E01	Remove/Install	RT Belt molding				0.0T	Body	
106	E01	Remove/Install	RT Lower molding black BASE, INTERCEPTOR				0.4T	Body	
107	E01	Remove/Install	RT R&I trim panel				0.0T	Body	
108	E01	Remove/Install	RT Mirror outside Base				0.0T	Body	
109	E01	Remove/Install	RT Handle, outside BASE				0.0T	Body	
110	E01	Remove/Install	RT Applique w/o keyless pad				0.0T	Body	

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**Estimate**

**RO Number: 26465**

2020 FORD Explorer 4WD (Fleet) 4D UTV 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

111	E01	Remove/Install	LT R&I trim panel				0.5T	Body
112	E01		<b>QUARTER PANEL</b>					
113	E01	Remove/Install	RT Pillar trim sandstone				0.0T	Body
114	E01	Remove/Install	LT Pillar trim sandstone				0.0T	Body
115	E01		<b>VEHICLE DIAGNOSTICS</b>					
116	E01	Sublet	Pre-repair scan	1	118.65T	Sublet		
117	E01	Repair	Pre Repair Scan Labor				0.5T	Mech
118	E01	Sublet	Post-repair scan	1	141.50T	Sublet		
119	E01	Repair	Post Repair Scan Labor				0.5T	Mech
120	E01	Sublet	Calibrate lane keep assist camera	1	350.00T	Sublet		
121	E01		<b>MISCELLANEOUS OPERATIONS</b>					
122	E01	Remove/Replace	Cover car/bag	1	10.00T	OEM	0.2T	Body
123	E01	Remove/Replace	Corrosion Protection	1	10.00T	A/M	0.2T	Body
124	E01		Flex additive	1	5.00T	A/M		
125	E01		Set up and measure				2.0T	Frame
126	E01		Coolant	2	45.00T	Other		
127	E01	Sublet	Towing	1	100.00T	Other		

<b>Estimate Totals</b>	<b>Discount \$</b>	<b>Markup \$</b>	<b>Rate \$</b>	<b>Total Hours</b>	<b>Total \$</b>
Parts					18,789.50
Sublet/Miscellaneous					710.15
Labor, Body			75.00	70.9	5,317.50
Labor, Refinish			75.00	13.8	1,035.00
Labor, Frame			100.00	2.0	200.00
Labor, Mechanical			125.00	1.0	125.00
Material, Paint					759.00
Material, Shop			8.00	44.5	356.00
E.P.C.					4.00
<b>Subtotal</b>					<b>27,296.15</b>
Sales Tax					1,910.73
<b>Grand Total</b>					<b>29,206.88</b>
<b>Net Total</b>					<b>29,206.88</b>

<b>Estimate Version</b>	<b>Total \$</b>
Original	29,206.88

Insurance Total \$:	0.00
Received from Insurance \$:	0.00
<b>Balance due from Insurance \$:</b>	<b>0.00</b>
Customer Total \$:	29,206.88
Received from Customer \$:	0.00
<b>Balance due from Customer \$:</b>	<b>29,206.88</b>

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural