



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

August 19, 2024

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

The Executive Council, in a meeting held on this date, approved payment of the following cost item:

Department of Administrative Services .....\$3,612.10  
On May 8, 2024, Vehicle #1085 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment, \$308.70 will be reverted and this allocation closed.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton  
Acting 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 # 3748  
TOS Job # 2613



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

August 5, 2024

Kristi Onstot  
Executive Council  
LOCAL

Subject: Deer Damage to Vehicle #1085 on May 8, 2024  
Department of Administrative Services  
Claim dated May 14, 2024  
AOS Claim ID: 3748

In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the damages and have found the items to be in order as shown below:

Documented request			\$ 3,612.10
Executive Council Allocation			\$ 3,920.80
Less:			
Previous payments	\$	0.00	
This payment		<u>3,612.10</u>	
Total			<u>\$ 3,612.10</u>
Remaining Executive Council allocation			<u>\$ 308.70</u>

We recommend reimbursement be made in the amount of \$3,612.10. This represents full and final payment of the loss. The remaining allocation should be reverted to the State Treasury.

Sincerely,

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



Governor Kim Reynolds  
Lt. Governor Adam Gregg

Adam Steen, Director

Date: May 14, 2024

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

From: Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Department of Administrative Services

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

Vehicle / Event	#1085/Animal
Event Date	May 8, 2024
Summary	Vehicle 1085 sustained hail damage. (280689) AOS #3748
Amount Requested	\$3,920.80 - 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,

Karl Bubser, Fleet Administrator  
DAS Fleet Services  
Karl.Bubser@iowa.gov  
515-281-3162



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29C20

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

Thu, May 9, 2024 at 8:41 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1085 struck a deer on 5/8/24. 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



## 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
05/08/2024	3:45pm	1
County	State	
Kossuth	Iowa	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Kevin H Wiemers		2804 90th Ave	
Driver's License No./State		City, State, Zip	
074bb6485		Burt, Iowa, 50522	
Date of Birth	Department	Work Phone	Home Phone
09/21/1979	Feed & Fertilizer	515-249-3129	515-320-2269
License Plate No.	VIN	Year, Make, Model	
1085	2G11X5S33K9154241	2019, Chevrolet, Impala	
Estimate (\$) of Damage		Description of Damage	
No official estimate for repair has been sought at this current time.		Damage caused by an act of nature. Damage to grill, bumper cover, hood and drivers side headlamp from deer hit.	

### 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
	none
Injured Persons (attach additional sheets if necessary)	
Vehicle No. 1/ Name and Address	Describe Injuries
	no injuries
Vehicle No. 2/ Name and Address	Describe Injuries
Witness	
Name	Address/Phone
No witness	
Name	Address/Phone

Accident Diagram	
<p>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.</p>	
<p>The diagram shows a T-junction where US Hwy 18 (labeled in a box) crosses 80th Ave (labeled in a box). A vehicle labeled '#1' is shown with an arrow pointing east on US Hwy 18. The road continues north and south from the intersection.</p>	<p>I was traveling east on US Hwy18 coming to the intersection of Kossuth Co gravel road 80th ave when 3 deer crossed the road in front of me and before I got stopped I hit a deer with the front of my car at a estimated speed of less then 20mph. The deer fell down and slide to the side of the road where it got back up and ran off.</p>

## 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 or [DAS.Risk@iowa.gov](mailto:DAS.Risk@iowa.gov)



KEMNA PROFESSIONAL AUTO BODY  
617 HIGHWAY 18 W  
ALGONA, IA 50511  
TEL: (515) 295-7569 FAX: (515) 295-7569  
EMAIL:DOUG\_THILGES@KEMNA.COM TAX ID:# 42-1078287

\*\*\* PRELIMINARY ESTIMATE \*\*\*

05/13/2024 09:57 AM

**Owner**

**Owner:** Kevin Wiemers State of Iowa  
**Address:**

**Cell:** (515)320-2269

**Inspection**

**Inspection Date:** 05/13/2024 10:00 AM  
**Primary Impact:** Front

**Inspection Type:**  
**Secondary Impact:**

**Appraiser Name:** Doug Thilges  
**Address:** 617 Hwy 18 W  
**City State Zip:** Algona, IA 50511

**Appraiser License #2 :**  
**Work/Day:** (515)295-2406  
**FAX:**

**Repairer**

**Repairer:** Kemna Professional Auto Body  
**Address:** 617 Highway 18 W

**Contact:**  
**Work/Day:** (515)295-7569  
**FAX:** (515)295-7957

**City State Zip:** Algona, IA 50511  
**Email:** doug\_thilges@kemna.com

**Work/Day:**

**Target Complete Date/Time:**

**Days To Repair:** 3

**Vehicle**

**OEM Part Price Quote ID:** 136390143

2019 Chevrolet Impala LS W/ 1FL 4 DR Sedan  
6cyl Gasoline 3.6  
6-Speed Automatic

**Lic Expire:**  
**Prod Date:**  
**Veh Insp# :**  
**Condition:**  
**Ext. Color:** WHITE  
**Ext. Refinish:** Two-Stage  
**Ext. Paint Code:** 50,GAZ,WA8624

**VIN:** 2G11X5S33K9154241  
**Mileage:** 81,357  
**Mileage Type:** Actual  
**Code:** U4183A  
**Int. Color:** Jet Black/Dark Titanium  
**Int. Refinish:** Two-Stage  
**Int. Trim Code:** H0X

**Options - AudaVIN Information Received**

18 Inch Alloy Wheels  
60/40 Bench Seat  
Anti-Lock Brakes  
Auxiliary Audio Input  
Climate Control For A/C  
Daytime Running Lights  
Elect. Stability Control  
Electronic Compass

1st Row LCD Monitor(s)  
AM/FM Stereo  
Armrest(s)  
Carpeting  
Compact Spare Tire  
Driver Information Sys  
Electric Parking Brake  
Emergency S.O.S. System

2nd Row Head Airbags  
Air Conditioning  
Auto Headlamp Control  
Center Console  
Cruise Control  
Dual Airbags  
Electric Steering  
Engine Stop/Start

Floor Mats	Halogen Headlights	Head Airbags
High Definition Radio	IPOD Control	Illuminated Visor Mirror
In-Vehicle WiFi	Intermittent Wipers	Keyless Access System
Keyless Entry System	Keyless Ignition System	Knee Air Bags
Laminated Glass	Lighted Entry System	Navigation System
OnStar System	Overhead Console	Power Brakes
Power Door Locks	Power Drivers Seat	Power Mirrors
Power Steering	Power Windows	Privacy Glass
Pwr Driver Lumbar Supp	Rear Center Arm Rest	Rear Side Airbags
Rear View Camera	Rear Window Defroster	Rem Trunk-L/Gate Release
Side Airbags	SiriusXM Satellite Radio	Split Folding Rear Seat
Stability Cntrl Suspensn	Strg Wheel Radio Control	Tachometer
Theft Deterrent System	Tilt & Telescopic Steer	Tinted Glass
Tire Pressure Monitor	Traction Control System	Trip Computer
USB Audio Input(s)	Vehicle Tracking Service	Velour/Cloth Seats
Wireless Audio Streaming	Wireless Phone Connect	

*AudaVIN options are listed in bold-italic fonts*

**Damages**

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
<b>Front End Panel And Lamps</b>									
1	E	28		Grille Assembly	84720376 GM Part	\$421.30		1.7	SM
2	EC	41		Headlamp Assy, Halogen LT	Replace Economy	\$910.00*		0.3	RF*
				>> Keystone					
3	N	973		Headlamps Aim	Additional Labor			0.4	SM
<b>Radiator Support</b>									
4	E	283		Cover, Rad Supt Panel	84364840 GM Part	\$100.80		INC	SM
<b>Front Body And Windshield</b>									
5	E	83		Panel, Hood	84380741 GM Part	\$1,114.20		0.9	SM
6	L	83	13	Panel, Hood	Refinish			5.6	RF
					3.0 Surface				
					1.2 Edge				
					0.6 Two-stage setup				
					0.8 Two-stage				

**Manual Entries**

7	SB			Hazardous Waste Removal	Sublet Repair	\$10.00*			SM
8	N			Pre scan	Additional Labor	\$75.00*			SM
9	N			post scan	Additional Labor	\$75.00*			SM
10	EC			seam sealer/ tube	Replace Economy	\$45.00*		0.5*	SM
<b>10 Items</b>									

**MC Message**

13 INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

**Estimate Total & Entries**

<b>OEM Parts</b>		\$1,636.30
<b>Other Parts</b>		\$1,105.00
<b>Paint &amp; Materials</b>	5.9 Hours @ \$62.00	\$365.80
<b>Parts &amp; Material Total</b>		\$3,107.10

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs
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Sheet Metal (SM)	\$85.50	3.1	0.4	3.5	\$299.25
Mech/Elec (ME)	\$124.00				
Frame (FR)	\$115.00				
Refinish (RF)	\$85.50	5.9		5.9	\$504.45

Labor Total		9.4 Hours		\$803.70
Sublet Repairs			\$10.00	
Gross Total				<b>\$3,920.80</b>
Net Total				<b>\$3,920.80</b>

Alternate Parts Y/04/00/00/04/04 Cumulative 04/00/00/04/04 Zip Code: 50511 Default  
 OEM Part Prices DT 05/13/2024 09:57 AM EstimateID 1219298578023849984 QuoteID 136390143  
 Recycled Parts Y/0/0 Zip Code: 50511  
 Rate Name Default

Audatex Estimating 10.27.135 ES 05/13/2024 11:50 AM REL 10.27.135 DT 04/01/2024 DB 05/08/2024  
 State Disclosure: Not Selected  
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1.4 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

**Op Codes**

- |                            |   |                                |
|----------------------------|---|--------------------------------|
| * = User-Entered Value     | ^ = Labor Matches System Assigned Rates | E = Replace OEM                |
| NG = Replace NAGS          | EC = Replace Economy                    | OE = Replace PXN OE Srpls      |
| UE = Replace OE Surplus    | ET = Partial Replace Labor              | EP = Replace PXN               |
| EU = Replace Recycled      | TE = Partial Replace Price              | PM = Replace PXN Reman/Reblt   |
| UM = Replace Reman/Rebuilt | L = Refinish                            | PC = Replace PXN Reconditioned |
| UC = Replace Reconditioned | TT = Two-Tone                           | SB = Sublet Repair             |
| N = Additional Labor       | BR = Blend Refinish                     | I = Repair                     |
| IT = Partial Repair        | CG = Chipguard                          | RI = R & I Assembly            |
| P = Check                  | AA = Appearance Allowance               | RP = Related Prior Damage      |



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