

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

January 6, 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 \$4,205.46, subject to an audit of actual invoices. On October 16, 2024, Vehicle #1266 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 # 3924  
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

November 26, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #1266 on October 16, 2024  
Department of Administrative Services  
Claim dated October 25, 2024  
AOS Claim ID: 3924

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 \$4,205.46, 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: October 25, 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 (#1266 / Animal), Event Date (October 16, 2024), Summary (Vehicle 1266 - struck a deer. (292753)), Amount Requested (\$4,205.46 - 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



# 292753

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

**Fwd: vehicle 1266 accident report**

1 message

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

Thu, Oct 17, 2024 at 10:12 AM

To: Tammy Hollingsworth &lt;Tammy.Hollingsworth@aos.iowa.gov&gt;, TOS ExecutiveCouncil &lt;executivecouncil@tos.iowa.gov&gt;

Please accept this email as initial 24 hr notification for AON, vehicle 1266 struck a deer on 10/16/2024. I will forward all information as soon as it is received. Estimate/Accident Report are attached.

**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>

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

From: **Anderson, Troy** <troy.anderson@dnr.iowa.gov>

Date: Thu, Oct 17, 2024 at 8:25 AM

Subject: vehicle 1266 accident report

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

Attached are the Accident Report and the estimate for repairs for vehicle 1266

Thanks

**Troy Anderson****Wildlife Biologist**

Wildlife Bureau

Department of Natural Resources

3501 Highlandville Rd. Decorah, IA 52101

563-546-7960 office

563-379-5725 mobile


[troy.anderson@dnr.iowa.gov](mailto:troy.anderson@dnr.iowa.gov)[www.iowadnr.gov](http://www.iowadnr.gov)



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**2 attachments**

 **AccidentReportForm\_Anderson1266.pdf**  
224K

 **Matt Stortz Estimate 1091928930.pdf**  
50K



## 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
10/16/2024	8:30 AM	1
County	State	
Winneshiek	IOWA	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Troy Anderson		3501 Highlandville rd	
Driver's License No./State		City, State, Zip	
488LL7266		Decorah, IA, 52101	
Date of Birth	Department	Work Phone	Home Phone
9/29/1975	wildlife	563-379-5725	563-379-5539
License Plate No.	VIN	Year, Make, Model	
1266	1FTFW1E55JKF30473	2018, Ford, F 150	
Estimate (\$) of Damage		Description of Damage	
\$4,205.46		broken grill and damaged radiator	

### 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

Vehicle No. 2/ Name and Address	Describe Injuries

**Witness**

Name	Address/Phone

Name	Address/Phone

Name	Address/Phone

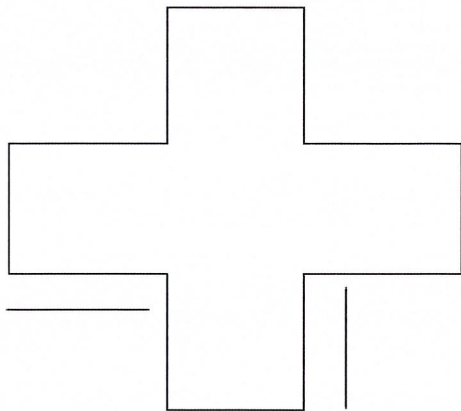
**Accident Diagram**

**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.



I was traveling south on Co Rd W38/ Locust Rd (5 miles north of Decorah) when a deer jumped out from my right, directly in front of me and I had no time to stop or miss the deer. The deer struck the front center of the vehicle and broke out the grill and the radiator was leaking so I pulled off at the nearest point of relief and had the vehicle towed as to not damage it further.





**EAST SIDE BODY LLC**  
 802 SUMNER ST, Decorah, IA 52101  
 Office: (563) 382-4829  
 Fax: (563) 382-5048  
 eastsidebodyllc@gmail.com  
 www.eastsidebody.com  
 Tax ID: 273195996

Estimate ID  
 20497736  
 Original

Owner  
 IOWA DNR  
 (563) 379-5725 (Work)

Appraiser  
 Matt Stortz  
 eastsidebodyllc@gmail.com

Classification  
 None

Loss Type                      Deductible  
 Unknown                      Unknown

**2018 Ford F-150 XL 4 Door Crew Cab 145" WB 6 Foot Bed 5.0L 8 Cyl Gas Injected 4WD**

VIN                                      Drivable                                      Odometer                                      Mitchell Service Code  
 1FTFW1E55JKF30473                      Unknown                                      64947                                      911726

Options

4 Wheel Drive	4WD or AWD	Air Conditioning	AM-FM Stereo	Anti-Lock Brake Sys. (ABS)
Automatic Headlights	Auxiliary Input	Cloth Seat	Daytime Running Lights	Driver-Front Air Bag
Electronic Stability Control	First Row Split Bench Seat	Left-Curtain Air Bag	Passenger-Front Air Bag	Power Steering
Rear Bench Seat	Rearview Camera	Second Row Side Airbag With Head Protection	Side Airbags	Tilt Steering Wheel
Tire Pressure Monitoring System	Traction Control/Electronic			

**IOWA DNR | 2018 Ford F-150 XL**

Parts Profile                                      Parts Profile Version  
 AFTERMARKET                                      2.0

		LABOR			PART				
Line #	Description	Operation	Type	Total Units	Type	Number	Qty	Total Price	Tax
<b>Front Bumper</b>									
1	105592 R Frt Otr Bumper Opening Cover	Remove / Replace	Body	INC	New	JL3Z 17E810 AB	1	\$26.68	Yes
2	105602 L Frt Otr Bumper Opening Cover	Remove / Replace	Body	INC	New	JL3Z 17E811 AB	1	\$27.73	Yes
3	105604 Frt Ctr Bumper Opening Cover	Remove / Replace	Body	0.3#	Aftermarket Certified	FO1044124C	1	\$59.00	Yes
4	105607 Frt Bumper License Plate Bracket	Remove / Replace	Body	0.2	New	JL3Z 17A385 BA	1	\$25.88	Yes
<b>Grille</b>									
5	106509 Grille	Remove / Replace	Body	1.2#	Aftermarket Certified	FO1200650C	1	\$362.00	Yes
6	106494 Grille Emblem	Remove / Replace	Body	INC#	New	FL3Z 8213 A	1	\$71.67	Yes

Line #	Description	LABOR			PART					
		Operation	Type	Total Units	Type	Number	Qty	Total Price	Tax	
7	106495 Lwr Grille Moulding	Remove / Replace	Body	INC	Aftermarket Certified	FO1014126PP	1	\$302.00	Yes	
8	AUTO Lwr Grille Moulding	Refinish Only	Refinish	1.0 C						
<b>Front Lamps</b>										
9	108080 R Frt Combination Lamp	Remove / Replace	Body	0.8#	Remanufactured	FO2503372R	1	\$234.66	Yes	
10	AUTO Headlamps	Check / Adjust	Body	0.4						
11	108081 L Frt Combination Lamp	Remove / Replace	Body	0.8#	Remanufactured	FO2518145R	1	\$255.65	Yes	
<b>Cooling</b>										
12	105728 Cooling Radiator Shutter	Remove / Replace	Body	0.3#	Aftermarket Certified	FO1206121C	1	\$565.00	Yes	
13	105730 L Cooling Air Deflector	Remove / Replace	Body	0.0	New	JL3Z 8311 A	1	\$29.38	Yes	
14	105731 Lwr Cooling Air Deflector	Remove / Replace	Body	0.2	New	JL3Z 8327 D	1	\$39.02	Yes	
15	106004 Rear Cooling Air Deflector	Remove / Replace	Body	0.0	New	JL3Z 8327 A	1	\$91.87	Yes	
16	105734 Cooling Radiator	Remove / Replace	Body	2.9#	Aftermarket New		1	\$225.00*	Yes	
17	AUTO Vacuum-Fill & Bleed Cooling System	Remove / Replace	Body	0.5						
18	105741 Cooling Fan Module	Remove / Replace	Body	INC#	Aftermarket New		1	\$322.50*	Yes	
19	105742 Cooling Fluid Reservoir	Remove / Replace	Body	0.5	New	FL3Z 8A080 A	1	\$106.42	Yes	
<b>A/C / Heater / Ventilation</b>										
20	107708 A/C Condenser -M	Remove / Replace	Mechanical	0.5#	Aftermarket New		1	\$163.00*	Yes	
21	AUTO Grille Assy	Remove / Install	Body	INC#						
22	AUTO Evacuate & Recharge A/C - M	Remove / Replace	Mechanical	1.4						
<b>Additional Costs &amp; Materials</b>										
23	936018 R134A Freon & Oil	Additional Cost						\$30.00*	Yes	
24	936003 Coolant	Additional Cost						\$45.00*	Yes	
25	AUTO Paint/Materials	Additional Cost						\$67.20	Yes	
26	AUTO Hazardous Waste Disposal	Additional Cost						\$5.00*	Yes	
27	936001 Towing	Additional Cost						\$125.00*	Yes	
<b>Additional Operations</b>										
28	AUTO Clear Coat	Additional Operation	Refinish	0.2				\$0.00		
29	931127 Pre Repair Scan	Additional Operation	Mechanical	0.5*				\$0.00		
30	931128 Post Repair Scan	Additional Operation	Mechanical	0.5*				\$0.00		

\* Judgment Item C Included in Clear Coat Calculation  
T Included in Two Tone Calculation A Included in Clear Coat and Two Tone Calculation  
# Labor Note Applies r CEG R&R Time Used for this Labor Operation

**Parts Vendors**

KEYSTONE KEYSIQ  
 2400 KERPER BLVD. STE. E100A  
 DUBUQUE IA 52004  
 (319) 566-5030 (Work)  
 (800) 747-2500 (Work)

KEYSTONE PP  
 2400 KERPER BLVD. STE. E100A  
 DUBUQUE IA 52004  
 (319) 566-5030 (Work)  
 (800) 747-2500 (Work)

Line	Part #	Total Price
3	FO1044124C	\$59.00
12	FO1206121C	\$565.00

Line	Part #	Total Price
7	FO1014126PP	\$302.00
9	FO2503372R	\$234.66
11	FO2518145R	\$255.65

KEYSTONE-INS QUALITY PRT  
 2400 KERPER BLVD. STE. E100A  
 DUBUQUE IA 52004  
 (319) 566-5030 (Work)  
 (800) 747-2500 (Work)

Line	Part #	Total Price
5	FO1200650C	\$362.00

**Disclaimer:** 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 Totals**

Labor	Units	Rate	Sublet Add'l Amount	Totals
Body Labor	8.1	\$76.00		\$615.60
Refinish Labor	1.2	\$76.00		\$91.20
Mechanical Labor	2.9	\$110.00		\$319.00
<b>Total Labor</b>	<b>12.2</b>			<b>\$1,025.80</b>
				<b>Taxable \$1,025.80</b>
				Tax 0.0000% \$0.00
				Non-Taxable \$0.00
				Pre-Tax Discount \$0.00
				0.00%
				<b>Labor Total \$1,025.80</b>
<b>Parts</b>		<b>Amount</b>		
Taxable Parts		\$2,907.46		\$2,907.46
				Parts Adjustments \$0.00
				Tax 0.0000% \$0.00
				Non-Taxable \$0.00
				Pre-Tax Discount \$0.00
				0.00%
				<b>Parts Total \$2,907.46</b>
<b>Costs</b>		<b>Amount</b>		
Paint Materials		\$67.20		\$67.20

## Estimate Totals

Shop Materials	\$0.00	\$0.00
Other Additional Costs	\$205.00	\$205.00
Paint Materials:		Taxable \$272.20
- Refinish Units: 1.2 units		Tax 0.0000% \$0.00
- Rate: \$56.00		Non-Taxable \$0.00
- Rate Max: 99.9 units		Pre-Tax Discount 0.00% \$0.00
- Additional Rate: \$0.00		<b>Costs Total \$272.20</b>
<b>Gross Totals</b>		
	<b>Amount</b>	
Gross Total	\$4,205.46	\$4,205.46
		Taxable \$4,205.46
		Tax \$0.00
		Non-Taxable \$0.00
		Pre-Tax Discount 0.00% \$0.00
		<b>Gross Total \$4,205.46</b>
<b>Adjustments</b>		
	<b>Amount</b>	
Total Customer Responsibility		\$0.00
<b>Net Estimate Total</b>		<b>\$4,205.46</b>

**WARRANTY:** East Side Body LLC uses product from many different manufactures and suppliers. East Side Body warrants it's products to the extent of the original manufacturer warranty to be free from defect in material and workmanship for the period determined as specified by the manufacturer. These warranties do not apply to products that have been repaired or altered outside of the originating factory, or which have been subject to misuse, negligence, or operation conditions in excess of those for which such products were designed. Warranty does not apply to any rust out repair. All parts or workmanship submitted for warranty consideration must be returned to East Side Body LLC with original receipt of purchase.

**Disclaimer:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

### Estimate Event Log

<b>Job Created</b>	10/16/2024 12:49 PM
<b>Estimate Started</b>	10/16/2024 12:50 PM
<b>Estimate Printed</b>	10/17/2024 08:11 AM
<b>Estimate Committed</b>	Estimate Not Committed
<b>Estimate Retrieval ID</b>	1003328722