

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 \$11,951.90, subject to an audit of actual invoices. On October 8, 2024, Vehicle #1721 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 # 3929  
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 #1721 on October 8, 2024  
Department of Administrative Services  
Claim dated October 25, 2024  
AOS Claim ID: 3929

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 \$11,951.90, 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 (#1721 / Animal), Event Date (October 8, 2024), Summary (Vehicle 1721 - struck a deer. (292160)), Amount Requested (\$11,951.90 - Estimate), and 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,

Handwritten signature of Ryan Betts

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



~~1721~~ # 292160

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

## Fwd: Vechile #1721 Accident Report

1 message

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

Fri, Oct 11, 2024 at 3:47 PM

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

Please accept this email as initial 24 hour notification for AON, vehicle 1721 struck a deer on 10/8/24. I will forward all information as soon as it is received.

This employee contacted us via phone on 10/8, within the 24 hour timeline, but we didn't get her email until this morning.

**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: **Casella, Erin [HHS]** <erin.casella@hhs.iowa.gov>

Date: Fri, Oct 11, 2024 at 8:24 AM

Subject: Vechile #1721 Accident Report

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

Cc: Casella, Erin [HHS] <erin.casella@hhs.iowa.gov>

Good morning,

We had an employee hit a deer in vehicle #1721 last night. I have attached the accident report and an email with photos of the van.

Since this accident occurred at night, the employee took the advice from the police and called a local towing company and had the vehicle towed there. I do not believe this is one of our contracted towing companies.



What steps would you like me to take to get the van to one of our approved repair shops? The police thought that the vehicle was totaled and it is definitely not drivable.

Thank you!

Please Note: My email address will change on 10/2/24 to [erin.casella@hhs.iowa.gov](mailto:erin.casella@hhs.iowa.gov)

**Erin Casella**

**Executive Officer II**

Division of Family Well Being and Protection – Northern Service Area

Iowa Department of Health and Human Services

1407 Independence Ave., Waterloo, IA 50703

319-292-2338 Office

319-240-0664 Mobile

[ecasell@dhs.state.ia.us](mailto:ecasell@dhs.state.ia.us)

[HHS.iowa.gov](http://HHS.iowa.gov)

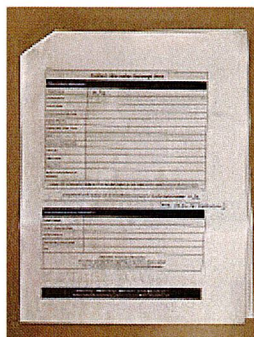


**Health and Human Services**

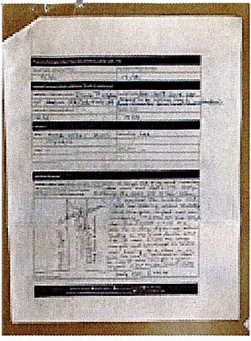
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**5 attachments**

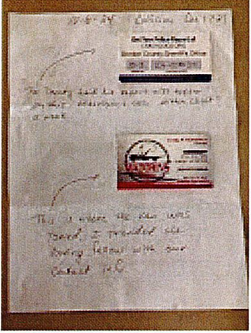
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3238K



**IMG\_1432.jpg**  
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### Vehicle Accident Report

| Time and location of accident  |                |                       |   |
|--|----------------|-----------------------|---|
| Accident Date (Mo/Day/Year)  | 10/08/2024     | Time                  | 7:37 pm   |
|  |                | No. of Vehicles       | 1   |
|  |                |                       | 1 big deer  |
| County   | Benton         | State                 | Iowa  |
| Vehicle 1 (State vehicle)  |                |                       |   |
| Driver's Name  | Diane Thompson |                       | Work Street Address   |
|  |                |                       | HHS BH Co.<br>1407 Independence Av.   |
| Driver's License No./State   | 792NN0584      | City, State, Zip      | Waterloo IA 50703   |
| Date of Birth  | 02-04-67       | Department            | HHS   |
|  |                | Work Phone            | 319-291-2441  |
|  |                | Home Phone            |   |
| State Vehicle  |                |                       | 319-429-1681  |
|  |                |                       | 319-239-7961  |
| License Plate No.  | 1721           | VIN                   | See below   |
|  |                | Year, Make, Model     | gray  |
|  |                |                       | 2015 Dodge Grand Caravan SE   |
| Estimate (\$) of Damage  | TBD            | Description of Damage | Hwy Collision w/ large deer. Primary impact was front driver's side. Head light, grill, hood, door - entire engine space crunched to point car would not start + door |
| Vehicle 2 (other vehicle) if more than two vehicles-use additional forms |                |                       |   |
| Driver's Name  | n/a            |                       | Street Address  |
|  |                |                       | -   |
| Driver's License No./State   | -              |                       | City, State, Zip  |
|  |                |                       | -   |
| Date of Birth  | -              | Work Phone            | -   |
|  |                | Home Phone            | -   |
|  |                | License Plate No.     | -   |
| Description of Damage  | -              |                       |   |

driver's side would not open.

DAS Fleet Services • 109 S.E. 15th St. • Des Moines, IA 50319 • 515-281-8162  
 Website: <https://das.iowa.gov/procurement/fleet-services> • Email: [das.risk@iowa.gov](mailto:das.risk@iowa.gov)

\* Also see emails to Erin Casella on 10-9-24



### Accident Information Exchange Sheet

#### Other Vehicle information

|                                     |     |
|-------------------------------------|-----|
| Driver's Name                       | n/a |
| 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. n/a

(one vehicle collision)

#### State Vehicle Insurance Information

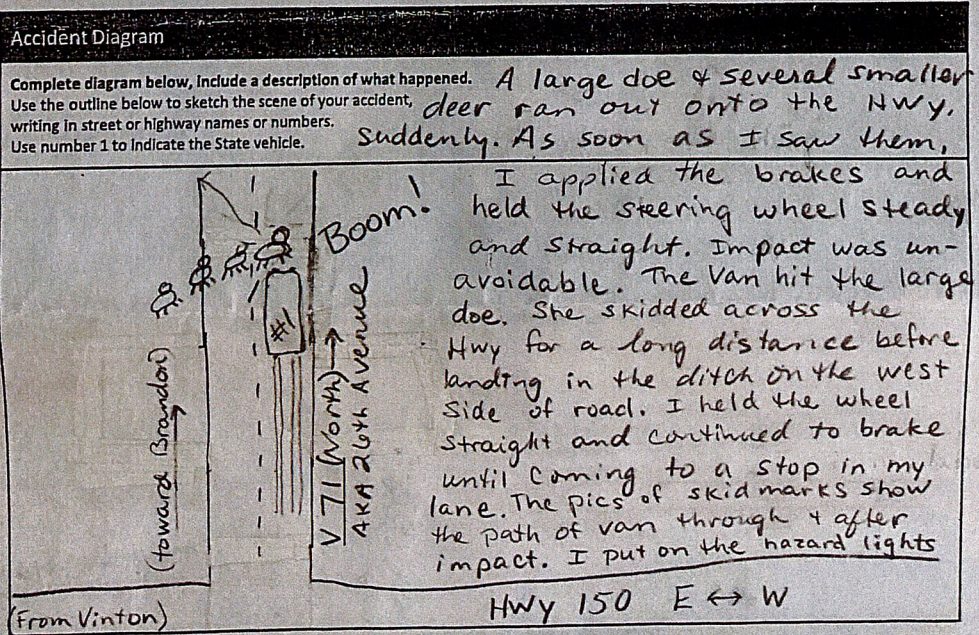
|                            |  |
|----------------------------|--|
| Driver's Name              |  |
| Driver's License No./State |  |
| Vehicle Plate No.          |  |
| Vehicle year, make, model  |  |
| VIN                        |  |

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)

DAS Fleet Services • 409 S. F. 13th St. • Des Moines, IA 50319 • 515-281-3162  
Website: <https://das.iowa.gov/procurement/fleet-services> • Email: [das.risk@iowa.gov](mailto:das.risk@iowa.gov)



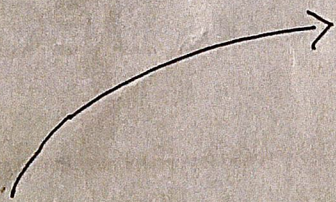
| Property Damage other than vehicle (fence, utility pole, etc) |  |
|---|--|
| Owner's Name, Address and Phone                               | Description of Property Damaged  |
| n/a   | n/a  |
| Injured Persons (attach additional sheets if necessary)       |  |
| Vehicle No. 1/ Name and Address                               | Describe Injuries  |
| Diane Thompson<br>125 Hudson Rd, Cedar Falls IA               | Not 100% sure yet.<br>Seems to be nothing major.<br>Back (Shoulder) Sore, neck, raised headache. |
| Vehicle No. 2/ Name and Address                               | Describe Injuries  |
| n/a   | n/a  |
| Witness   |  |
| Name  | Address/Phone  |
| none other than myself  | SAA  |
| Name  | Address/Phone  |
| —   | —  |



DAS Fleet Services • 409 S E. 13th St. • Des Moines, IA 50319 • 515-281-3162  
 Website: <https://das.iowa.gov/procurement/fleet-services> • Email: [das.risk@iowa.gov](mailto:das.risk@iowa.gov)



10-8-24 Collision Car 1721

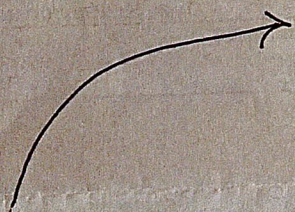


**Get Your Police Report at**  
**CRASHDOCS.ORG**  
**Benton County Sheriff's Office**

|               |                      |
|---------------|----------------------|
| 10-8          | 24-003139            |
| ACCIDENT DATE | POLICE REPORT NUMBER |

Reports are available 5-7 business days after incident

The Deputy said his report will appear on this CRASHDOCS.ORG within about a week.



**Craig A Schwartz**  
 Owner

[Redacted]  
 P.O. Box 560  
 Vinton, IA 52349

**319-472-9869**

**MADORINS**  
 Towing & Recovery Inc.

**We Do It ALL**  
**E-YA IN THE DITCH**

This is where the van was towed. I provided the towing fellow with our contact info.





**Mitch's Auto Body**  
 2293 58th Street  
 Vinton, IA 52349  
 Business Phone: (319) 213-5899  
 mitchsautobody1@gmail.com

**Estimate**  
 Est # 125  
 Estimator: Mitchell Kearney

| Vehicle Info  | Owner   | Insurance Company           | Shop Info  |
|---|---|-----------------------------|--|
| 2015 Dodge -Grand Caravan SE<br>2C4RDGBG5FR508512<br>Body Type: Van 121<br>Engine: 3.6L 6 Cyl Gas Injected<br>Drive Type: 2WD | State of Iowa<br>(319) 260-0664<br>1407 independence Ave<br>Waterloo , IA 50703 | Inspection Date: 10/16/2024 | Estimators Phone: (319) 213-5899<br>Estimators Email:<br>mitchsautobody1@gmail.com |

| Oper                           | Description | Part Number   | Price      | Labor  |
|--------------------------------|-------------|---|------------|--|
| <b>FRONT BUMPER</b>            |             |   |            |  |
| 1                              | Replace     | FRT BUMPER COVER<br>68088966AB<br>1 hrs. Clearcoat<br>Includes R&I/R&R Grille Assy                  | \$616.20   | 2.5 hrs. Body<br>2.6 hrs. Paint panel<br>1.0 hrs. Refinish |
| 2                              | Replace     | FLEX ADDITIVE   | \$13.00    |  |
| <b>GRILLE</b>                  |             |   |            |  |
| 3                              | Replace     | GRILLE<br>68088969AC<br>w/Bumper Cover Assy Removed   | \$1,014.00 | 0.5 hrs. Body  |
| <b>FRONT LAMPS</b>             |             |   |            |  |
| 4                              | Replace     | L FRT COMBINATION LAMP<br>5113337AI<br>w/Bumper Cover Assy Removed                                  | \$631.80   | 0.3 hrs. Body  |
| <b>HOOD</b>                    |             |   |            |  |
| 5                              | Replace     | HOOD PANEL<br>4589880AG<br>1 hrs. Clearcoat, 1.3 hrs. Underside                                     | \$1,677.00 | 1.6 hrs. Body<br>2.6 hrs. Paint panel<br>2.3 hrs. Refinish |
| 6                              | Replace     | HOOD LATCH<br>5020846AA   | \$165.10   | 0.3 hrs. Body  |
| 7                              | Replace     | L HOOD HINGE<br>4673955AB<br>0.2 hrs. Clearcoat, 0.3 hrs. Underside<br>w/Hood & Cowl Grille Removed | \$129.68   | 0.3 hrs. Body<br>0.5 hrs. Paint panel<br>0.5 hrs. Refinish |
| 8                              | Replace     | R HOOD HINGE<br>4673954AB<br>0.2 hrs. Clearcoat, 0.3 hrs. Underside<br>w/Hood & Cowl Grille Removed | \$126.43   | 0.3 hrs. Body<br>0.5 hrs. Paint panel<br>0.5 hrs. Refinish |
| 9                              | Other       | COLOR SAND & BUFF   |            | 0.5 hrs. Body  |
| 10                             | Other       | HAZARDOUS WASTE REMOVAL Sublet -<br>Nontaxed  | \$5.00     |  |
| 11                             | Refinish    | COLOR TINT - Taxed  | \$10.00    | 0.5 hrs. Body  |
| 12                             | Refinish    | COVER CAR FOR OVERSPRAY   | \$6.50     | 0.3 hrs. Body  |
| <b>COOLING</b>                 |             |   |            |  |
| 13                             | Replace     | COOLING RADIATOR<br>4677755AE   | \$720.20   | 1.8 hrs. Body  |
| 14                             | Replace     | COOLANT   | \$36.40    |  |
| <b>A/C /HEATER/VENTILATION</b> |             |   |            |  |

|                              |         |  |            |          |  |
|------------------------------|---------|--|------------|----------|--|
| 15                           | Replace | A/C CONDENSER/TRANS COOLER -M  | 4677782AC  | \$625.30 | 1.2 hrs. Mechanical  |
| <b>FRONT FENDER</b>          |         |  |            |          |  |
| 16                           | Replace | L FENDER PANEL   | 68029129AC | \$767.00 | 1.4 hrs. Body<br>2.2 hrs. Paint panel<br>0.9 hrs. Refinish |
|                              |         | 0.9 hrs. Clearcoat<br>w/Bumper Cover & Combination Lamp Assy Removed   |            |          |  |
| 17                           | Other   | COLOR SAND & BUFF  |            |          | 0.5 hrs. Body  |
| <b>FRONT INNER STRUCTURE</b> |         |  |            |          |  |
| 18                           | Replace | FRT BODY CLOSING PANEL   | 68023326AE | \$990.60 | 4.2 hrs. Body  |
|                              |         | w/Bumper Cover & Combination Lamp Assemblies Removed, Includes R&I/R&R Engine Under Cover, Coolant Reservoir, Upper Tie Bar, Air Deflectors, Horns, Hood Bumpers, Prop Rod, Support Braces, D&C Battery, Disconnect & Connect Wiring & Hood Release Cable as Necessary, Does Not Include R&I/R&R Cooling Module Assy |            |          |  |
| 19                           | Replace | FRT BODY UPPER TIE BAR   | 68023327AC | \$512.20 | 0.7 hrs. Body<br>0.7 hrs. Paint panel<br>0.3 hrs. Refinish |
|                              |         | 0.3 hrs. Clearcoat   |            |          |  |
| 20                           | Replace | L FRT BODY BRACKET   | 68084829AA | \$100.30 | 0.1 hrs. Body  |
|                              |         | w/Fender Removed   |            |          |  |
| <b>FRONT DOOR</b>            |         |  |            |          |  |
| 21                           | Repair  | L FRT DOOR SHELL   |            |          | 1 hrs. Body<br>2.3 hrs. Paint panel<br>0.9 hrs. Refinish   |
|                              |         | 0.9 hrs. Clearcoat   |            |          |  |
| 22                           | Repair  | CLEAN & RE-TAPE MOLDINGS   |            | \$6.50   | 0.5 hrs. Body  |
| 23                           | Other   | COLOR SAND & BUFF  |            |          | 0.5 hrs. Body  |
| 24                           | Repair  | FEATHER EDGE, PRIME & BLOCK  |            |          | 0.5 hrs. Body  |
| <b>OTHER</b>                 |         |  |            |          |  |
| 25                           | Replace | MAY BE ADDITIONAL DAMAGE   |            |          |  |
| 26                           | Repair  | FRAME: SETUP & MEASURE   |            |          | 2.5 hrs. Body  |
| 27                           | Other   | PRE / POST REPAIR SCAN   |            |          | 1 hrs. Mechanical  |
| 28                           | Other   | PRE / POST REPAIR SCAN   |            |          | 1.5 hrs. Mechanical  |
| 29                           | Replace | REFRIGERANT  |            | \$136.50 |  |

# Totals

| Type              | Labor Time | Cost     | Total       | Taxable |
|-------------------|------------|----------|-------------|---------|
| Body Labor        | 20.8       | \$65.00  | \$1,352.00  |         |
| Mechanical Labor  | 3.7        | \$100.00 | \$370.00    |         |
| Paint Labor       | 17.8       | \$65.00  | \$1,157.00  |         |
| Paint Supplies    | 17.8       | \$44.00  | \$783.20    | ✓       |
| Nontaxed          |            |          | \$5.00      |         |
| OEM Parts         |            |          | \$8,075.80  | ✓       |
| Other Parts       |            |          | \$198.90    | ✓       |
| Taxed             |            |          | \$10.00     | ✓       |
| Taxable Amount    |            |          | \$9,067.90  |         |
| Tax               | 7%         |          | \$634.75    |         |
| Nontaxable Amount |            |          | \$2,884.00  |         |
| Grand Total       |            |          | \$12,586.65 |         |

\$11,951.90