



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

July 14, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Damage to Vehicle #1809 Due to Fallen Tree on April 28, 2025
Department of Administrative Services
Claim dated May 8, 2025
AOS Claim ID: 4071

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 \$3,864.20, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in dark 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



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: May 8, 2025

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

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

Vehicle / Event	#1809 / Tree Damage
Event Date	April 28, 2025
Summary	Vehicle 1809 - sustained tree damage (Claim # TBD)
Amount Requested	\$3,864.20 - Estimate
Supporting Documentation	29C20 Email Notification, Accident Report, & Repair Estimate

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

Thank you,

Ryan Betts
DAS Fleet Risk Manager
ryan.betts1@iowa.gov
515-281-8008



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

Fwd: 1809 Accident Report

1 message

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

Tue, Apr 29, 2025 at 9:47 AM

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

Please accept this email as initial 24 hr notification for AON, vehicle 1809 sustained damage from a fallen tree during a storm on 4/28/2025. I will forward all information as soon as it is received.

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12th St, Des Moines, IA 50319

515-281-3162 office

das.risk@iowa.gov<https://das.iowa.gov>**Department of
Administrative Services**

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.

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

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

Date: Tue, Apr 29, 2025 at 9:39 AM

Subject: 1809 Accident Report

To: Chad Malone <chad.malone@dnr.iowa.gov>

Cc: Mark Runkel <mark.runkel@dnr.iowa.gov>, Kim Bohlen <kim.bohlen@dnr.iowa.gov>, DNR Fleet <fleet@dnr.iowa.gov>

Hi Chad,

Thanks for calling in this morning to report the fallen tree on vehicle 1809. Here are our next steps:

- **Attached is the accident report form I mentioned. Please complete this and send it back to me at this email address along with any photos you have taken of the damage.**
- **Once the vehicle is cleared of debris and able to be driven, take it in for an estimate and have that sent my way as well.**
- **After I've received the accident report, photos, and estimate, I will start a claim. Please do have the vehicle scheduled for repairs until you get an email from me approving the repairs. I usually send out approval within a week or less of submitting all claim documentation.**

I've included our DNR fleet contact on this email for awareness as well. If you have any questions please let me know, my contact information is in the signature below.

Thanks!

DAS Risk

Central Procurement and Fleet Services Enterprise

Iowa Department of Administrative Services

510 E 12th St, Des Moines, IA 50319

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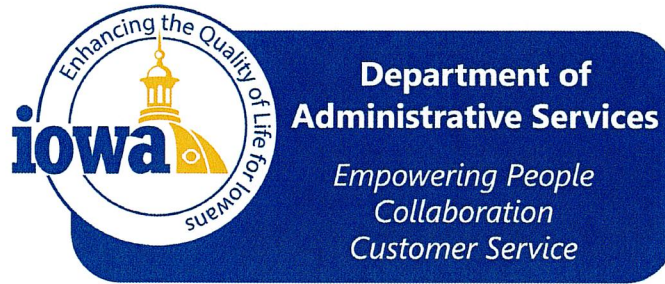
Department of
Administrative Services

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AccidentReportForm.pdf

218K



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), 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.
- 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
4/28/25	unknown	1
County	State	
Mahaska	Iowa	

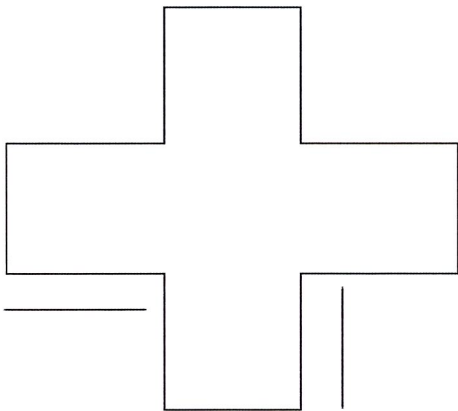
Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Chad Malone		2720 Keomah Lane	
Driver's License No./State		City, State, Zip	
854PP8577		Oskaloosa, Iowa, 52577	
Date of Birth	Department	Work Phone	Home Phone
2/26/1981	Parks	641-660-5552	641-638-1676
License Plate No.	VIN	Year, Make, Model	
1809		2014 Ram 1500	
Estimate (\$) of Damage		Description of Damage	
		Neighbors Tree Fell on truck while sleeping/unknown damage as tree is still on the Truck	

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
<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>


Accident Information Exchange Sheet

Other Vehicle information

Driver's Name	Home Owner ~ Gary Doty
Street Address	1148 Clearview Dr, Oskaloosa Iowa
Driver Phone	641-673-5079 home 641-670-0681 cell 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.

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

SIGOURNEY BODY SHOP Inc.

210 W CLARK ST, SIGOURNEY, IA 52591

Phone: (641) 622-2022

FAX: (641) 622-2626

Workfile ID:

cac45ce3

Federal ID:

42-1383333

Preliminary Estimate**Customer: IOWA DNR UNIT # 1809****Job Number:**

Written By: Tony Pitsch

Insured: IOWA DNR UNIT # 1809

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:

IOWA DNR UNIT # 1809

Inspection Location:

SIGOURNEY BODY SHOP Inc.

210 W CLARK ST

SIGOURNEY, IA 52591

Repair Facility

(641) 622-2022 Business

Insurance Company:**VEHICLE**

2015 RAM 1500 SSV Crew Cab 140.5" WB 4WD (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI BLACK

VIN: 1C6RR7XT3FS705594

Interior Color: DK GREY

Mileage In: 95,346

Vehicle Out:

License: C-213

Exterior Color: BLACK

Mileage Out:

State:

Production Date:

Condition: Good

Job #:

TRANSMISSION

Automatic Transmission

4 Wheel Drive

POWER

Power Steering

Power Brakes

Power Windows

Power Locks

Power Mirrors

Heated Mirrors

Power Driver Seat

DECOR

Dual Mirrors

Privacy Glass

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Keyless Entry

Message Center

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

SEATS

Cloth Seats

Bucket Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

California Emissions

TRUCK

Rear Step Bumper

Bedliner (Spray On)

Trailer Hitch

Trailer Package

Preliminary Estimate

Customer: IOWA DNR UNIT # 1809

Job Number:

2015 RAM 1500 SSV Crew Cab 140.5" WB 4WD (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI BLACK

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	CAB						
2	*	Rpr Roof panel w/o sunroof				<u>8.0</u>	3.6
3		Add for Clear Coat					1.4
4	*	Rpr RT Uniside panel				<u>4.5</u>	<u>2.0</u>
5		Overlap Major Adj. Panel					-0.4
6		Add for Clear Coat					0.3
7	*	R&I LT Roof molding				<u>0.5</u>	
8	*	R&I RT Roof molding				<u>0.5</u>	
9	PICK UP BOX						
10	#	Repl Toolbox on bed (DEE ZEE)		1	450.00	1.0	
11	*	Rpr RT Side panel				<u>7.0</u>	3.2
12		Overlap Major Non-Adj. Panel					-0.2
13		Add for Clear Coat					0.6
14		Repl RT Rail cover w/o Rambox	68375098AA	1	164.00	0.4	
15		R&I RT Protector front				0.2	
16	REAR LAMPS						
17		R&I RT Tail lamp w/o LED				0.3	
18	#	Polish tailgate		1		1.0	
SUBTOTALS					614.00	23.4	10.5

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			614.00
Body Labor	23.4 hrs @	\$ 68.00 /hr	1,591.20
Paint Labor	10.5 hrs @	\$ 113.00 /hr	1,186.50
Paint Supplies	10.5 hrs @	\$ 45.00 /hr	472.50
Subtotal			3,864.20
Grand Total			3,864.20

Customer: IOWA DNR UNIT # 1809

Job Number:

2015 RAM 1500 SSV Crew Cab 140.5" WB 4WD (Fleet) 4D P/U 8-5.7L Gasoline Sequential MPI BLACK

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 DR3TM13, CCC Data Date 05/01/2025, 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 Solutions 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.

SIGOURNEY BODY SHOP Inc.
210 W CLARK ST, SIGOURNEY, IA 52591
Phone: (641) 622-2022, Fax: (641) 622-2626

Image Report

Owner:	IOWA DNR UNIT #	Insurance:		Estimator:	Tony Pitsch	Vehicle Out:	
Job Number:		Claim Number:					
Year:	2015	Color:	BLACK	License Plate:	C-213	Production Date:	
Make:	RAM	Body Style:	4D P/U	State:		Mileage In:	95,346
Model:	1500 SSV Crew Ca...	Engine:	8-5.7L Gasoline S...	VIN:	1C6RR7XT3FS705594	Condition:	Good



5/8/2025 E01
Comments:



5/8/2025 E01
Comments:



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Comments:



5/8/2025 E01
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5/8/2025 E01
Comments:



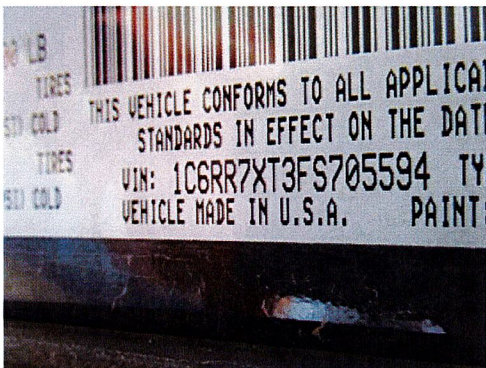
5/8/2025 E01
Comments:



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