

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 5, 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 today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$4,754.20, subject to an audit of actual invoices. On June 12, 2024, Vehicle #2280 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 # 3814  
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

July 24, 2024

Kristi Onstot  
Executive Council  
L O C A L

Subject: Deer Damage to Vehicle #2280 on June 12, 2024  
Department of Administrative Services  
Claim dated June 20, 2024  
AOS Claim ID: 3814

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 \$4,754.20, subject to an audit of actual invoices.

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  
Heather Hackbarth, Department of Management



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
Adam Steen, Director

Date: June 20, 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	#2280/Animal
Event Date	June 12, 2024
Summary	Vehicle 2280 struck a deer. (283281)
Amount Requested	\$4,754.20 - 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



AOS # 3814

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

**29C20**

1 message

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

Fri, Jun 14, 2024 at 11:02 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 2280 struck a deer on 6/12/24. 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**

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

From: **Schultz, Randy** <randy.schultz@dnr.iowa.gov>

Date: Thu, Jun 13, 2024 at 3:49 PM

Subject: Vehicle 2280 Accident

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

I hit a deer yesterday in this vehicle, accident report attached. I have appointments tomorrow to get an estimate, I will notify you when I have that.

**Randall Schultz****Fisheries Regional Supervisor**

Conservation and Recreation Division, Fisheries Bureau

Department of Natural Resources

6200 Park Ave., Suite 200

Des Moines, IA 50321

**319-217-9317**

**Department of  
Natural Resources**

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 **AccidentReportForm\_2280.pdf**  
219K



## 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
06/12/2024	0900	1
County	State	
Washington	IA	

### Vehicle 1 (State vehicle)

Driver's Name		Work Street Address	
Randall Schultz		6200 Park Ave., Suite 200	
Driver's License No./State		City, State, Zip	
526AA8781		Des Moines, IA 50321	
Date of Birth	Department	Work Phone	Home Phone
03/01/1964	Natural Resources	319-217-9317	641-203-9413
License Plate No.	VIN	Year, Make, Model	
IA 2280			
Estimate (\$) of Damage		Description of Damage	
		Deer collision, front right	

### 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><b>Complete diagram below, include a description of what happened.</b>            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	
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 of [DAS.Risk@iowa.gov](mailto:DAS.Risk@iowa.gov)

**ADAMS AUTOBODY CO INC.**  
**(R41409)**

adamsalbia@iowatelecom.net  
1823 Hwy 137 N, ALBIA, IA 52531  
Phone: (641) 932-2515  
FAX: (641) 932-2445

Workfile ID: 2474824e  
PartsShare: 7ZhcG2  
Federal ID: 42-1363647

**Preliminary Estimate**

**Customer: Dnr, State Of Iowa**

**Job Number:**

Written By: Aimee Adams

Insured: Dnr, State Of Iowa  
Type of Loss:  
Point of Impact: 01 Right Front

Policy #:  
Date of Loss:

Claim #:  
Days to Repair: 0

**Owner:**  
Dnr, State Of Iowa  
(641) 203-9413 Cell

**Inspection Location:**  
Other

**Insurance Company:**

**VEHICLE**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

VIN: 1C6RR7FG8KS547624	Interior Color: Diesel Gray/Black	Mileage In: 29,226	Vehicle Out:
License: 2280	Exterior Color: Granite Crystal Meta	Mileage Out:	
State: IA	Production Date: 10/2018	Condition:	Job #:

**TRANSMISSION**

Automatic Transmission  
4 Wheel Drive

**POWER**

Power Steering  
Power Brakes  
Power Windows  
Power Locks

Power Mirrors  
Heated Mirrors

**DECOR**

Dual Mirrors  
Privacy Glass

**CONVENIENCE**

Air Conditioning

Intermittent Wipers  
Tilt Wheel

Cruise Control  
Rear Defogger

Keyless Entry  
Message Center  
Backup Camera

**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  
Positraction

**SEATS**

Cloth Seats  
Reclining/Lounge Seats

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint  
Metallic Paint

**OTHER**

California Emissions

**TRUCK**

Rear Step Bumper  
Bedliner (Spray On)  
Trailer Hitch  
Trailer Package

**Preliminary Estimate**

**Customer: Dnr, State Of Iowa**

**Job Number:**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		<b>FRONT BUMPER</b>					
2		O/H front bumper				3.4	
3	Repl	Bumper black molded	68160856AC	1	681.00	Incl.	
4	Repl	Upper cover black molded	68207014AA	1	250.00	Incl.	
5	Repl	Bumper bracket	68232485AB	1	285.00	Incl.	
6		<b>GRILLE</b>					
7	R&I	R&I grille assy				Incl.	
8		<b>FRONT LAMPS</b>					
9	Repl	RT Headlamp assy clear lens	68096438AJ	1	498.00	0.6	
10		Aim headlamps				0.5	
11		<b>FENDER</b>					
12	Repl	RT Fender	68054338AJ	1	544.00	2.0	2.6
13		Add for Clear Coat					1.0
14		Add for Edging					0.5
15		Add for Clear Coat					0.1
16	Repl	RT Fender liner all	55112806AA	1	176.00	Incl.	
17	R&I	Mud guard accessory kit, Ram logo w/o wheel flare				0.4	
18		<b>FRONT DOOR</b>					
19	*	Rpr RT Door shell 2 door				6.0	2.8
20		Overlap Major Non-Adj. Panel					-0.2
21		Add for Clear Coat					0.5
22	R&I	RT Power mirror black				0.3	
23	**	Repl A/M RT Nameplate "RAM 1500 CLASSIC" chrome	68448644AA	1	35.00	0.2	
24	R&I	RT R&I trim panel				0.5	
25	R&I	RT Handle, outside body color, w/o chrome, w/keyless go maximum steel				0.3	
26	R&I	RT Power mirror w/o power fold				0.3	
27		<b>MISCELLANEOUS OPERATIONS</b>					
28	#	Subl Hazardous waste removal		1	4.00 T		
29	#	Repl Cover Car		1	8.00 T		
30	#	Repl Corrosion protection primer		1	10.00 T		
31	#	R&I FRT WINCH		1		2.0	
32	#	Pre Scan		1	85.00 T		
33	#	Post Scan		1	85.00 T		M
<b>SUBTOTALS</b>					<b>2,661.00</b>	<b>16.5</b>	<b>7.3</b>

Preliminary Estimate

Customer: Dnr, State Of Iowa

Job Number:

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			2,469.00
Body Labor	16.5 hrs @	\$ 72.00 /hr	1,188.00
Paint Labor	7.3 hrs @	\$ 124.00 /hr	905.20
Miscellaneous			192.00
Subtotal			4,754.20
<b>Grand Total</b>			<b>4,754.20</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>4,754.20</b>

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.

## Preliminary Estimate

**Customer: Dnr, State Of Iowa**

**Job Number:**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

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 06/10/2024, 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. 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. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services 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.

**Preliminary Estimate**

**Customer: Dnr, State Of Iowa**

**Job Number:**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

**PARTS SUPPLIER LIST**

<b>Line</b>	<b>Supplier</b>	<b>Description</b>	<b>Price</b>
23	Adhesive Templates 4717 CAMPUS DR KALAMAZOO MI 49008	#68448644AA-AT A/M RT Nameplate "RAM 1500 CLASSIC" chrome Quote: 2387454579 Expires: 06/21/24	\$ 35.00

**Preliminary Estimate**

**Customer: Dnr, State Of Iowa**

**Job Number:**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

**ALTERNATE PARTS USAGE**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

VIN: 1C6RR7FG8KS547624 Interior Color: Diesel Gray/Black Mileage In: 29,226 Vehicle Out:  
License: 2280 Exterior Color: Granite Crystal Meta Mileage Out:  
State: IA Production Date: 10/2018 Condition: Job #:

<b>Alternate Part Type</b>	<b>Selection Method</b>	<b># Of Times Notified Of Available Parts</b>	<b># Of Parts Selected</b>
Aftermarket	Automatically List	1	1
Optional OEM	Automatically List	0	0
Reconditioned	Automatically List	0	0
Recycled	N/A	0	0

**Preliminary Estimate**

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**Customer: Dnr, State Of Iowa**

**Job Number:**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

**RECALL INFO**

2019 RAM 1500 Classic Tradesman Quad Cab 4WD w/6'4" Box 4D P/U 6-3.6L Flex Fuel Sequential MPI Granite Crystal Meta

VIN:	1C6RR7FG8KS547624	Interior Color:	Diesel Gray/Black	Mileage In:	29,226	Vehicle Out:
License:	2280	Exterior Color:	Granite Crystal Meta	Mileage Out:		
State:	IA	Production Date:	10/2018	Condition:		Job #:

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