

**Upper Township Fire District # 4**  
**36 State Highway 50**  
**Seaville, NJ 08230**

**Mission and Responsibilities**

Mission:

It shall be the mission of the Seaville Fire Commission to establish a budget and maintain fiscal control of public funds that are used to provide for the Safety and welfare of the residents located in Fire District # 4 which include Seaville, Greenfield and portions of Palermo in the Township of Upper, Cape May County. New Jersey.

Responsibilities:

1. The Commission shall establish an annual budget in accordance with the statutes of the New Jersey Division of Community Affairs, State of New Jersey
2. The Commission shall establish accounting processes and control that permit oversight and control of all expenditures.
3. The Commission shall hold open meetings on a monthly basis to review expenditures vs. the budget.
4. The Commission shall consider, where appropriate, those steps necessary to deal with unexpected requirements.